



## VACANCY ANNUNONCMENT

(Internal/External)

**Vacancy NO.** NO. NSR -2021-04-16-17 N.

**Job Title:** Area Coordinator (1 Post only)  
**Location:** Nasir County, Upper Nile state South Sudan  
**Duration:** 12 Months with possible extension depending on availability of Funding  
**Reports to:** Country Director  
**Start Date:** ASAP  
**Eligibility:** South Sudanese National only Preferably from Nasir County

**About RI:** Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty. Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach — which we call the RI Way—emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

### Position summary:

The Area Coordinator will be responsible for compliance to RI policies and procedures. S/he shall be responsible for the planning and implementation of safety procedures/protocols within Nasir county & ensure the safety of all staff and assets. As RI's primary representative and line manager of all staff in the area, the Area Coordinator is responsible for the coordination, management, development, and representation of RI programming in the area. S/he will oversee program implementation according to RI strategies in the area and ensure that operations are implemented within RI's regulations, procedures, guidelines and strategy; enable a productive and accountable relationship with beneficiaries, communities' leaders/representatives, relevant governmental authorities, national and International NGOs and UN Agencies.

### Main Duties and Responsibilities:

#### Management

- Provide, together with department leads for the area, coordinate and integrate of RI activities in the area including, but not limited, to Health, nutrition, WASH, Protection and food security and livelihoods



- Direct line management of both program and non-program staff based in Jikmir, including recruitment, coaching and ensuring interdepartmental co-ordination.
- Liaise and closely coordinate with program and non-program RI staff based at Juba
- Encourage a positive, innovative and mutually supportive team spirit amongst the team

#### Representation

- Act as the main RI representative in Nasir County and attend all relevant forums/meetings with the objective to strengthen RI's position in the area.
- Responsible for building and maintaining good relations with key stakeholders including: Local Authorities, UN/INGOs and Clusters

#### Safety and Security

- Ensure adherence to security procedures and monitoring developments in the security situation.
- Regularly update the local security situation for his/her area of responsibility.

#### Finance and Administration

- Provide budget monitoring of assigned budgets, financial control in compliance with RI's financial policies and procedures
- Prepare and send monthly cash request for the area
- Ensure necessary systems in procurement are followed according to RI's procurement policies and procedures.

#### Reporting

- Ensure compliance with internal reporting requirements and participate in the RI internal coordination mechanisms as required.

#### Policy compliance – Mandatory Reporting Policy (MRP):

- Ensure any violations of the RI Sexual Abuse and Exploitation Code of Conduct are reported to the Program Manager. The reporting of violations is an obligation on the part of all staff members.
- Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by RI and other humanitarian workers

#### Note:

- The role of the **Area Coordinator** cannot be limited to the specific duties and tasks detailed herein. The success of the RI's humanitarian mission is the highest priority and all issues which arise must be addressed accordingly. Therefore, the **Area Coordinator** will be required to support in unforeseen issues and circumstances and remain flexible to perform other duties, as and when required by supervisor.

#### Qualification and Minimum Requirements:

- Minimum three years of experience working as a Project Coordinator in a humanitarian/recovery context
- Minimum First Level University/Bachelor's Degree in relevant field.
- Previous experience working in complex and volatile contexts
- Knowledge about own leadership skills/profile
- Fluency in English, both written and verbal
- Knowledge of local languages (advantageous)
- Knowledge of the context of the area (advantageous)

#### Personal qualities

- Handling insecure environments
- Strategic thinking





- Empowering and building trust
- Managing resources to optimize results
- Excellent negotiation, advocacy, and communication skills

**General Condition:**

Applicant must not be person who has bad record or has been convicted of Sexual Exploitation and Abuse (PSEA), Sexual Harassment and Child abuse cases.

**We would like to share Relief International's values with you:**

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

**APPLICATION SUBMISSION CRITERIA**

**HOW TO APPLY:**

Aspiring potential interested applicant should complete **Job application form**, which can be collected at Relief International field office in **Nasir/ Jikmir** or this form can also be downloaded from same website this advertisement is posted.

The job application form once completed, should be submitted along with motivational letter and copies of academic documents in seal envelop clearly marked **NO. NSR -2021- 04-16-17 N.** to Relief International field office in **Jikmir**

**OR**

Send your completed job application form via Email to [recruitments@ri.org](mailto:recruitments@ri.org)

**Deadline: April 28th 2021, 4:30 pm SSD local time.**

- Females are highly encouraged to apply
- Only shortlisted applicants will be contacted



*Approved by  
County Ross  
Coordinator*