

SO. H- 3
Approved by
Inspector of Labour
30/05/2024



Job Advertisement

NGO Forum and SCI is seeking to recruit: -

Job Title: State Coordinators (4 Posts)

1. **Malakal** (Upper Nile State)
2. **Bor** (Jonglei covering Eastern Equatoria and GPAA)
3. **Bentiu** (Unity, covering Ruweng Administrative Area)
4. **Wau** (Western Bahr el Ghazal, covering Northern Bahr el Ghazal and Warrap States)

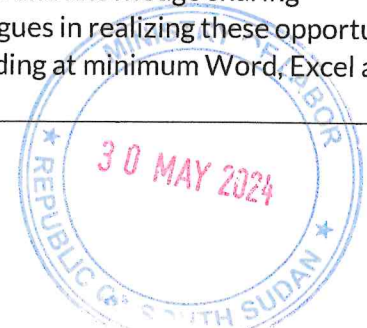
Reports to: South Sudan NGO Forum – Secretariat Director

Contract Period: 6 Months renewable upon satisfactory performance and fund availability.

<p>Job Purpose:</p>	<p>The South Sudan NGO Forum Secretariat coordinates the efforts of the NGO Forum Steering Committee as voted representatives of the South Sudan NGO Forum, which has 115 international NGOs and 247 national NGOs in 2023. The NGO Secretariat exists for the purpose of coordination, information sharing, advocacy, policy/position paper production, government/donor/UN engagement and engagement on other vital issues regarding humanitarian relief, recovery and development.</p> <p>The NGO Forum State Coordinator is responsible for supporting the work of the NGO Forum Secretariat through the management and facilitation of information collection, sharing and dissemination to the members and undertake tasks related to the mandate of the NGO Forum related to safety incidents reporting, representation of NGOs in coordination meetings with relevant state actors, engage OCHA, NGOs and other stakeholders to tackle bureaucratic and access impediments and arising issues to ensure continuity of NGO work in the states. The post holder will provide relevant contextual insight as it relates to culture, social norms and local accountability mechanisms at the state level.</p>
<p>Main duties & Responsibilities:</p>	<p>Bureaucratic Access Impediments and Security and Safety advising:</p> <ul style="list-style-type: none"> ▪ Coordinate state activities with NGO Forum members especially on identifying any access impediments that hinder humanitarian operation. ▪ Document all reported BAIs at state level and how they were tackled to create a learning database ▪ Liaise with state interlocutors and such as OCHA, RRC and local authorities and others to tackle state level impediments. ▪ Conduct coordination workshops with NGO forum members to address key bureaucratic and access impediments and agree on an action plan for tackling these issues at local level. ▪ When necessary escalate such cases to the Humanitarian Advisor in Juba to tackle and provide advice where necessary. <p>Information collection, sharing and dissemination</p>



	<ul style="list-style-type: none"> ▪ Collect and consolidation relevant operational information from partners in the area of operations ▪ With the support of the Communications Officer, disseminate relevant information to the Secretariat and to NGO members in the area of operations ▪ Ensure NGOs, especially National NGOs, are informed of recent humanitarian and administrative developments in the area of operations, including new government rules and regulations ▪ Share updates from relevant policy and operational coordination meetings ▪ Support the NGO Forum Secretariat in the different mapping exercises as they arise ▪ Facilitate capacity development and awareness sessions on specific topics (access, BAIs, PSEA, etc.) with the support of the Secretariat, with emphasis on National and Local NGO Capacity building <p>Representation</p> <ul style="list-style-type: none"> ▪ Represent NGOs in state level coordination meetings and ensure the NGO perspective is voiced ▪ Build and maintain working relationships with relevant stakeholders (state and county authorities, state ministries, Area-Based Coordinators, Humanitarian partners) ▪ Be an active player in the Flagship initiative, wherever applicable, and ensure the National NGO perspective is central to discussions <p>Context analysis</p> <ul style="list-style-type: none"> ▪ Support the NGO Forum in developing relevant contextual analysis updates to inform NGO Forum members and partners ▪ Report incidents affecting NGOs to the NGO Forum Secretariat for support and follow-up
<p>Person specification:</p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Bachelor's degree required in development, law, human rights, social sciences, or other relevant discipline • At least 5 years of NGO work experience- either international or national - preferably with a experience as an Area Manager/Coordinator; • Sound knowledge of the humanitarian architecture • Experience in frontline program delivery including program planning, budgeting, monitoring and learning and close out • Understanding of trends in PSEA, Bureaucratic Access Impediments and NGO Safety, including donor requirements and changes in the development/humanitarian landscape • Exceptional training and mentoring skills, with proven experience in planning and facilitating training for diverse audiences • Demonstrated ability to draft concise and informative copy in English for a range of uses from detailed progress reports to media releases; • Demonstrated ability to analyse complex information and to draw out the key points and issues and to present these in a way that can be easily understood; • Able to work independently to identify information and knowledge sharing opportunities and to engage a wide range of colleagues in realizing these opportunities; • Skills in using Microsoft suite of applications, including at minimum Word, Excel and PowerPoint



	<p><u>Desirable</u></p> <ul style="list-style-type: none"> • Previous experience as Area Manager/Coordinator • Previous experience with humanitarian negotiations • Proven ability to multitask and prioritize • Exposure to HDP-Nexus and Development planning • Work independently with minimal supervision and maintain flexibility in working hours. • Demonstrate strong analytical skills and willingness to learn and grow professionally. • Proficiency in English and Arabic languages.
<p>Competencies:</p>	<p><u>Planning and Organizing</u></p> <ul style="list-style-type: none"> ▪ Demonstrated ability to focus on impact and results; ▪ Demonstrated ability to develop clear goals that are consistent with agreed strategies; ▪ Effectively identifies priority activities and assignments; ▪ Adjusts priorities as required, monitors a ▪ Foresees risks and allows for contingency ▪ Uses time efficiently and meets deadline <p><u>Communication</u></p> <ul style="list-style-type: none"> ▪ Speaks and writes clearly and effectively; ▪ Able to handle complex information and data and convey clear messages; ▪ Excellent writing skills ▪ Able to adapt content and style for different audiences. <p><u>Teamwork</u></p> <ul style="list-style-type: none"> ▪ Works collaboratively with colleagues to achieve organizational goals; ▪ Builds and sustains relationships with external /bilateral/multi-lateral stakeholders. <p><u>Leadership and Self-Management</u></p> <ul style="list-style-type: none"> ▪ Shows initiative ▪ Focuses on result for the client (members of the Forum) and responds positively to feedback ▪ Consistently approaches work with energy and a positive, constructive attitude ▪ Remains calm, in control and good humored even under pressure ▪ Demonstrates openness to change and ability to manage complexities <p><u>Knowledge Management and Learning</u></p> <ul style="list-style-type: none"> ▪ Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills ▪ Shares knowledge and experience.

Application Information:

Click the provided link to apply ([SCI Career Site Careers \(oraclecloud.com\)](https://oraclecloud.com))



Please attach the following documents

1. Application letter/Cover letter
2. South Sudanese National ID
3. CV
4. Education Qualifications/ Transcript and Certificate.

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

In case you face difficulty in accessing the link, please come to Save the Children head office Juba Hai Malakal or SCI Field Offices for technical support on how to submit your application.

Deadline for submitting applications: 18th, June 2024.

Cc: MoJobadvert@gmail.com: (National)

