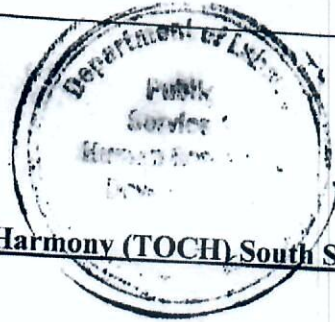




TOCH
South Sudan
 The Organization for Children's Harmony



Career Opportunity at the Organization for Children's Harmony (TOCH) South Sudan.

About TOCH

Established in 2008, the Organization for Children's Harmony – (TOCH) is national non-governmental organization, humanitarian, development and advocacy organization, dedicated to working with and for children, women, their families and the entire communities to achieve a just, peaceful and prosperous community. TOCH South Sudan has operations across five states in South Sudan namely; Warrap state, Western bar el ghazal, Lakes state, Northern Bar el Ghazal State and Juba as its Headquarters.

TOCH is legally registered by the government of South Sudan as a National Non-Governmental Organization (NGO) in 2011 by the Ministry of Legal Affairs and Constitutional Development (No.1115) and with South Sudan Relief and Rehabilitation Commission (SSRRC) (No.1086).

TOCH Works along the thematic areas of protection (child protection, GBV and general protection), community security & Peace building, Food Security, livelihoods and livestock, Education and live skills in four states of South Sudan.

Job title	Project Coordinator
Location	Kuajok with field travel to Gogrial West & Twic counties of Warrap state
Reporting to:	Programme Manager
Working relationship	Project Coordinator and project staffs, M&E Coordinator, Operation staffs, Logistics & Procurement

Overall purpose of the Role:

The Project coordinator is in charge of multisectoral response to GBV, Peace Building, WASH, food security and Livelihood, marketing system Development to ensure an accurate, proper, timely and high-quality implementation of the four components of the project.

The Caritas Norway and marketing system development projects are among those TOCH is implementing, funded by CAFOD & Trócaire in Partnership (CTP). This multisectoral response includes components of WASH, food security and livelihoods, protection, peacebuilding, and marketing system development in Gogrial West and Twic counties of Warrap State. CTP has partnered with TOCH since 2015, supporting projects in these thematic areas plus humanitarian emergency responses in Lakes and Warrap States

The position will be based in the Kuajok Field office, with frequent travel to the field/project locations mentioned above. The Project coordinator is responsible for the overall planning, coordination, implementation, execution, supervising staff and reporting of his/her projects. He/she is directly assigned to, and responsible for the supervision of all logistics, HR, financial and overall functioning aspects of the projects.

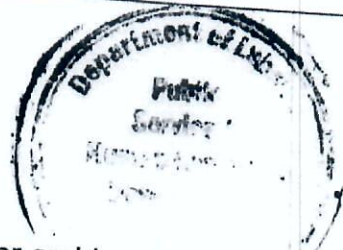
Key Responsibilities:





TOCH
South Sudan

The Organizer for Children's Harmony



Functional and hierarchical reporting lines:

The Project coordinator directly reports to the Programs manager and is under the overall supervision of the Executive Director. The Project Coordinator is expected to have multisectoral knowledge and experience within TOCH, including Food Security and Livelihoods, WASH, Education, protection, nutrition, Peace building, as well as supporting departments such as Procurement, Finance, HR and M&E. The Main tasks of this position include: Project management, Program quality, coordination/communication, monitoring, evaluation, team management and administration.

Team Management

- Ensures that daily support as well as punctual trainings are organized and provided to develop and strengthen the programmatic technical skills of the team implementing the Project.
- Encourages effective teamwork, especially on issues related to cross-sectoral collaboration.
- Promotes and encourages a culture of compliance and ethics throughout the TOCH office. As applicable to the position, maintains a clear understanding of TOCH and donor compliance and ethics standards and adheres to those standards. Communicates these values to staff and to partners and requires them to adhere to these values.

Coordination

- Coordinate all the project activities and participate in regular internal coordination meetings, in which s/he presents a detailed review of current achievements, challenges faced and options considered for the project;
- Ensure the correct flow of operational information related to her/his project within the office and also to the other departments.
- Coordinate with all the local implementing partners, relevant ministries, other NGOs, and actors in the areas, seeking possible synergies and avoiding duplication;
- Develop and maintain liaisons with relevant ministries and entities to facilitate work development progress;
- Participate or ensure appropriate representation in relevant Cluster meetings at the Local level, and that a proper dataflow/information where appropriate

Project Management

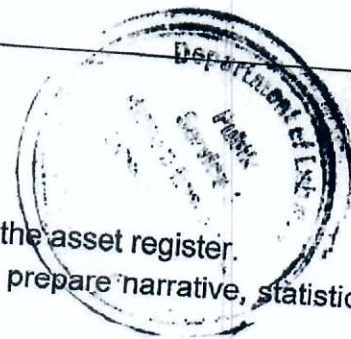
- Overseeing the planning and implementation of the project under their/responsibility through the management and supervision of the head of programs
- Prepare and present activity work plans and budgets.
- Ensure effective and efficient accountability by the implementation team.
- In collaboration with the Admin, Finance & Logistics officers, ensures the correct financial management of project funds.
- Provide budget and ensure timely accountability for the resources utilized.





TOCH
South Sudan

The Organization for Children's Harmony



- Guarantees a monthly tracking of budgets; maintains and updates the asset register.
- In collaboration with all other Departments, contributes actively to prepare narrative, statistical and financial reports for donors as required, promptly
- Guarantees a correct communication and visibility of the project (Awareness and advocacy documents) with support from the Communication Coordinator.

Project Technical Quality

- Ensure a proper and timely delivery of the project according to agreed outcomes, within budget and on time, by the project team.
- Provides technical support and guidance to the project team, to ensure an excellent level of quality of the project implemented, uniformity and compliance with the donor standards.
- Oversee the proper monitoring of the project impact, assessment of the value of each activity in terms of its contribution to expected outcomes. Discuss and validate with the program manager the proposed changes/adjustments in activities, if needed
- Ensure gender and child protection mainstreaming in all activities.

Organizational Policies

- Respects the Child Safeguarding Policy (CSP) and its principles of child protection, ensuring the policy's implementation and prompt notification of any information regarding potential breaches of the policy.
- Abides by and promotes the practices and values set out in TOCH policies and procedures, such as the Internal Regulations, Standard Operating Procedures and other policies.
- Undertake all other duties that may be requested by the line manager and that are compatible with the job.
- Enhance adherence to the organization's policies by the project team.

Professional and Personal Competencies

The Project Manager is expected to have the following competencies to fulfil his or her responsibilities and to achieve the desired results:

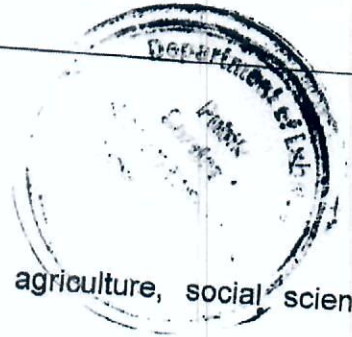
- Strong managerial, coordination, and communication skills, both written and verbal
- Ability to work independently with a minimum level of supervision. Integrity and honesty in the management of financial resources
- Demonstrated experience in working in partnership with local partners, experience in capacity building, training development and facilitation in areas of project implementation
- Proactive and able to take initiative
- Committed and self-motivated
- Commitment to the humanitarian imperative
- Strong understanding of gender and child rights issues
- Ability to work in a team





TOCH
South Sudan

The Organization for Children's Harmony



QUALIFICATIONS

- University degree in international development, social work, agriculture, social sciences, development studies, community development or related field
- At least 5 years of work experience in the humanitarian sector with an NGO
- At least 3 years of work experience in child protection
- Strong analytical and organizational skills
- Ability to manage financial resources with utmost integrity
- Conversant with computer packages such as MS Word, MS Excel, MS PowerPoint, the internet and some working applications (e.g team).
- Fluency in English, Arabic and the Local language.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

TOCH is an equal opportunity employer. We are committed to creating an inclusive environment for all employees. We do not discriminate on the basis of race, religion, color, sex, gender identity, age, disability, marital status, or any other status protected under applicable law. All qualified applicants are encouraged to apply, particularly women, persons with disabilities, and other underrepresented groups.

Child Protection Policy and Protection from Sexual Abuse and Exploitation:

We are committed to keeping children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse and Sexual exploitation and abuse.

This position is only for South Sudanese National

How to Apply:

- Please send your CV/ Cover Letter with attached copies of your national ID to recruitment@toch-ss.org or hand deliver to TOCH Juba Office (near St Lawrence Academy) or any TOCH Field Offices in Wau (within South Sudan Council of Churches), Kuajok, Tonj South and Tonj North.
- Females are strongly encouraged to apply
- Deadline for receiving applications shall be on 7th January 2026 4:00 PM
- Only short-listed Candidates shall be contacted
- Any application sent after this deadline shall not be considered for short list.

Due to urgency of the position, applications will be reviewed on a rolling basis and the position may be filled before the deadline

*Approved by Acting
Minister of Labour,
Wau State - Kuajok
The position is one of
the positions A + post.*

