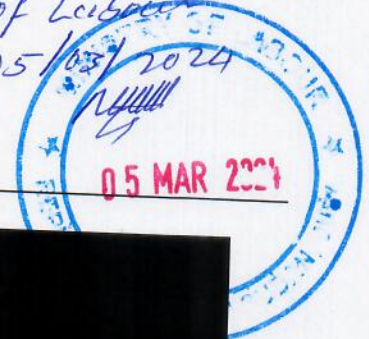


50-H-3
Approved by Inspector
of Labour

05/03/2024



Position type: AREA Coordinator (National Position)
Number of Positions: One
Duty Station: Magwi
Contract type: Fixed term with possibility of extension depend on funding & performance
Report to: Program Coordinator
Supervises: Program Manager, Project Officers, Admin and Support unit heads and partner project leads based in Eastern Equatoria
Advert Closing date: 22nd March 2024

JOB ROLE

The Position is Based in Magwi County, Eastern Equatoria, South Sudan with regular travels to Torit and other parts of Eastern Equatoria state, Juba and possible occasional travels to Northern Uganda or other countries in the region. The Area Coordinator is responsible for the timely, efficient and quality delivery of LWF projects in Eastern Equatoria state as per project design and in compliance with the LWF policies and guidelines, agreements with donors and other complementing partners. The Area Coordinator will be expected to contribute to the search for opportunities to grow and expand LWF interventions in Eastern Equatoria State especially where refugee returns are expected and to respond to evolving priorities.

BACKGROUND:

The Lutheran World Federation/Department for World Service (LWF/DWS) South Sudan Programme was established in 2009 and strives to provide humanitarian assistance (emergency/relief, rehabilitation and development work) to refugees, IDPs, returnees, host community and other vulnerable communities to enable them meet their basic human rights and needs in line with its vision and mission statements, and core values. The activities of LWF include education, child protection, food security, emergency, community protection and capacity building of local authorities and community members. LWF Currently works in 5 of the 10 states of South Sudan including Central Equatoria, Eastern Equatorial, Jonglei, Upper Nile and Unity.

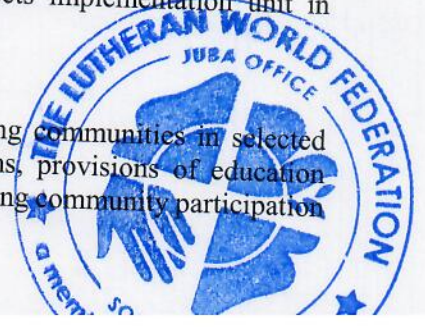
KEY RESPONSIBILITIES:

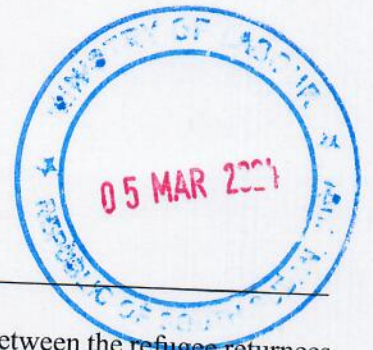
Leadership

- Overall management and coordination of the LWF team in Eastern Equatoria and supervising and supporting project staff for quality delivery of the LWF projects in Eastern Equatoria.
- Promote the profile of LWF through active participation in program coordination forums and networks in the State.
- As a member of the Expanded Management Team, actively contribute to the development, review and achievement of the objectives of the Country Program Strategy.
- Ensure complementary and close working relationship between projects implementation unit in Eastern Equatoria and other project locations in the Country Program.

Project Implementation

- Support the access to education for returning refugees and the receiving communities in selected project location by ensuring renovation and construction of classrooms, provisions of education supplies, teachers and education structures capacity development, promoting community participation and enhancing learners' involvement in co-curriculum activities.





- Ensure the upholding of human rights and promotion of social cohesion between the refugee returnees and the receiving communities through supporting community existing structures, civic society members, government structures and other partners.
- Promote cross-border integrations between LWF South Sudan and other LWF programs in the regions and also between refugees in the region, returnees and receiving communities through information sharing, exchange visits and joint forums.
- Enhance advocacy for policy change or implementation in the areas of climate change, human rights, land rights through awareness and capacity development of existing structures.
- Support increased access to livelihoods of selected returnee and receiving communities through skills development, agricultural and livestock support, supporting startup of SMEs and promoting the VSLA concept.
- Support enhanced access to clean drinking water to refugee returnees and receiving communities and improved health and hygiene through renovation and drilling of boreholes, extending water to communities and social amenities and establishing water storage facilities, installing sustainable clean energy water supply technologies and building that capacity of the local structure for self-management of the water systems.
- Promote youth participation in youth led activities and youth engagement in social development through establishing and equipping youth convergence centers, support youth participation in community forums, supporting youth leadership structures to organize youth based cultural, peace building and sporting events.

Projects design, proposal development and fundraising

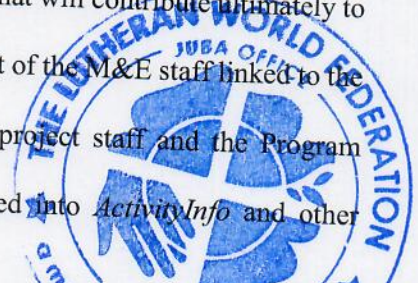
- Identify funding opportunities and work closely with the country office teams and community members.
- Contribute to the development of fundraising related documents (Expression of Interests/ Concept Notes/ Proposals) in line with LWF South Sudan Country strategy and donor requirements.
- Support local level data collections, assessments and surveys to help build facts and justifications for project designs and fundraising.

Grant Management

- Plan for project kick offs and closeout workshops with key project staff key community representatives.
- Ensure that contractual obligations (including visibility requirements) and reporting deadlines are known and met by the project team.
- Work closely with the finance team in tracking expenditure and facilitating budget modification if need be.
- Oversee timely implementation of activities in the project area as per the approved work plan.
- Facilitate monthly review meeting on implementation status and remedial actions.

Reporting

- Facilitate drafting writing of quality narrative reports, reflecting the progress and status of projects in a transparent, timely and professional manner, in liaison with finance that will contribute ultimately to steady cash inflow
- Facilitate on job training on reporting and data capture with the support of the M&E staff linked to the project.
- Ensure ad hoc requests from donors are addressed in liaison with project staff and the Program Coordinator.
- Ensure that project data and other relevant information are uploaded into *ActivityInfo* and other reporting software.





Programme Quality and Accountability

- Ensure that the project adheres to the Core Humanitarian Standard commitments, recognized humanitarian technical standards (SPHERE), LWF and donor standards, policies and guidelines.
- Work closely with the M&E team to undertake needs assessments, evaluations and other consultancies based on project needs.
- Work closely with the M&E Manager in Juba in ensuring and maintaining data quality and integrity.
- Ensure that lessons learnt, best practices and human-interest stories are documented and shared with relevant partners.
- Ensure community participation, sensitization and collaboration in program activities.
- Conduct frequent monitoring visits to project sites to assess progress and ensure efficient use of resources.
- Promote the visibility and publicity of LWF and the project(s) donor(s) through all project activities and supplies using appropriate media.

General Project Management and Coordination

- Supervising, motivating, addressing the welfare and building the capacity of project staff to meet their obligation and adhere to LWF South Sudan Staff policies and regulations.
- Ensure regular, timely and accurate Internal and external communication as mandated in the role.
- Ensure timely procurement strictly applying the rules spelled out in the LWF procurement manual.
- Oversee the storage and utilization of project supplies and assets with clear documentation while maintaining end user accountability at all times.
- Manage project budgets to agreed standards and parameters as stipulated in the funding agreements.
- Work in liaison with the project manager(s), project finance officer and with the guidance of the Finance Manager to approve all project location(s) level payments as long as they are in line with the provisions of the LWF Financial Manual.
- Ensure strict adherence by area staff to the LWF Code of Conduct on Sexual Exploitation and Abuse, Abuse of Power, and Fraud and Corruption.
- Report immediately to the Country Representative any cases of child abuse; sexual exploitation, harassment, and abuse; fraud and misconduct involving project staff, contractors, consultants, suppliers to allow for timely investigations and appropriate action.
- Ensure LWF representation in all meetings, forums, government functions and public events that are relevant to the projects in the area and communicate any significant outcomes from such engagements to the Juba Office and/or project teams as many be necessary.
- Facilitate regular all management team and all project Staff meetings and ensure that the deliberations are documented and filed and relevant action is taken on all matters that require action.
- Liaise with Local authorities, Community networks, security teams and the Safety & Wellbeing Manager in Juba to ensure that timely relevant is received and or shared to ensure the safety of the project staff and property.
- Promote and oversee inter-sectoral and project team synergies in projects and also create linkages with other LWF project areas in South Sudan.
- Establish, maintain, and improve active and regular working relationships with county and state governments and relevant partners in Eastern Equatoria State.

Human Resources

- Directly supervise specific project manager/s, area finance officer, area procurement and logistics officer/assistant and area human resources officer/assistant.
- Overall administrative responsibility for all the project officers, project assistants and project support staff.
- Liaise with the HR and Admin Coordinator and Program Coordinator to ensure timely recruitment or replacement of key project staff to ensure no gaps in implementation are realized.



- Ensure that project implementation staff have clear performance objectives and performance appraisal is conducted at agreed regular time intervals.
- Ensure that new staff are provided with thorough orientation on the programmatic aspect of LWF in general and the project or function to which they are assigned in particular.
- Prioritize staff development and continual learning for project staff.

Other

- Perform other duties as may be assigned by the Program Coordinator or his/her designate.

QUALIFICATION AND EXPERIENCE.

LWF Core Skills

- Accountability: Level resource
- Achieving results: Level advanced
- Analytical thinking: Level advanced
- Initiative: Level resource
- Leadership: Level resource
- Working effectively with others: Level advanced

Required Skills

- Facilitation/Negotiation: Level advanced
- Communication: Level advance
- Project management: Level advanced
- Networking: Level advance
- People management: Level advanced

Required Education/Professional Designations/Experience:

- Relevant degree in development management, community development, education, or related areas with added specialized training on key aspects of project management. Advanced Degree will be an added advantage.
- Minimum five years of proven experience in managing and leading program teams in humanitarian contexts with proven track record of project acquisition as well as experience in managing projects and supporting staff through the entire project cycle, from assessment to evaluation. Experience gained in South Sudan or in other challenging contexts similar to South Sudan is an advantage.
- Adequate experience with appropriate use of cash and vouchers, sustainable livelihoods programming, conflict sensitive programming, the rights-based approach and sensitivity for vulnerability and protection of the populations with which we work, people-centred empowerment approach, and focus on peace, reconciliation, and social cohesion.
- Good knowledge of and experience working with major institutional donors and related agencies.
- Experience in building program teams in a complex context, coaching and mentoring program staff, and upholding high standards of conduct and performance to build strong operational capacity.
- Strong fundraising skills to broaden and diversify funding sources backed by quality program delivery and operational excellence.

Other Specific Skill Required

- Positive attitude and approach, which will help colleagues to overcome challenges
- Open mindedness and willingness to learn, adopt and share new things
- Ability to work under pressure with minimal supervision
- Ability to travel within and outside the country
- High standards of integrity and willingness to adhere to policies and procedures



Application Process

- All applicants must send their application letter and updated CV and supporting documents to the Human Resource office in Juba Recruitment.southsudan@lutheranworld.org.
- Applications by email should come with the subject '**Application for AREA COORDINATOR**'. Emails or applications that don't have that in the subject box will not be considered. Hand Deliver is accepted

Female candidates are encouraged to apply. Only shortlisted candidates will be called for interviews.

Child Safeguarding:

LWF is a participatory organization of the inter-agency scheme for the disclosure of safeguarding related misconduct. For more information, please go on website: <https://misconduct-disclosure-scheme.org/>. I agree that related reference checks to be done by the LWF Office for Human Resources



Child Safeguarding:

LWF is a child safe organization and is fully committed to promoting the realization of children's rights including the right to protection from violence and abuse. We therefore, have particular responsibilities to children we work and come into contact with to keep them safe from any harm or risk. In line with LWF policy, any appointment is contingent on thorough criminal record checks.

