



50-H-3
APPROVED by
MOL Rss
Dmm
06-2021

VACANCY ANNOUNCEMENT

POSITION TITLE: Project Coordinator-Kajo-Keji County

COUNTRY PROGRAM South Sudan

RESPONSIBLE TO: Program Manager

STATUS: Full Time

START DATE: As soon as possible

SUPERVISORY CAPACITY: Program and Operation Staff



Who we are?

American Refugee Committee is becoming Alight!

We believe that there is a simple human in the chance to build a life.

We believe in an abundant world full of amazing people who want to help.

We believe in doing a better thing.

The overall objective of the ARC South Sudan program is to inspire every South Sudanese and unleash abundance! Towards this, ARC implements a multi-sectoral program that includes Nutrition, WASH and Gender Based Violence prevention and response activities. ARC currently works closely with the County Officials and other government officials in the respective Departments. ARCs GBV programming is expanding its outreach mechanisms and introducing innovative new initiatives while WASH is scaling up its activities to respond to increased need in the County and is strategically poised to expand its programming in Kajo-Keji County. ARC has program activities in Central and Eastern Equatoria, Northern Bahr Gazal and Upper Nile.

If you are looking for merely a job, look elsewhere; but if you wish to co-create you may want to join us!

Why we need you? (PRIMARY PURPOSE OF THE POSITION):



The ARC South Sudan Program is looking for a County Coordinator for Kajo-Keji County to provide a Human Centered Approach to Leadership and management to ARC Operations in the County. He/She will be involved in the functioning of Kajo-Keji base to provide coordination, follow up and support to programs and avail growth opportunities within the county.

11 JUN 2021

You will strive for:

The responsibilities of the County Coordinator will include but are not limited to the following:

1. Coordination and strategic orientation. You will be a person who will, find others and harness their energies and support and will look for opportunities of collaboration and coordination with various organizations and government

- Lead in coordination initiatives with other like-minded organizations, including local associations, to strengthen multi-sectoral services for all target beneficiaries.
- Contribute to the positive image and overall credibility of the organization, notably through the application of the organization's Alight Values Code of Conduct.
- Represent ARC in relevant coordination mechanisms and provide update on project activities as required and maintain linkages with the Country coordination Office.
- Collaborate and coordinate with local authorities, government Ministries and other stakeholders and maintain good working relationships with other service providers.
- Overall coordination and support to other ARC sectors implemented in Kajo-Keji

2. Assessment and Program Planning: Choosing Optimism will be in your DNA and you will focus on the positive and believes that things are possible. You find hope and build on it.

- Facilitate and when necessary, join program teams conducting assessment of needs in new and present project areas ensuring communities are consulted at every point in the life of the project.
- Ensure adherence to safety and ethical procedures during the assessment and when making recommendations.
- Conduct regular safety audits and share results with partners.
- Lead in preparing concept papers and/or proposals as may be required.
- Monitoring new dynamics and changes in the operating context and update the management team accordingly

3. Human Resources Management and Capacity Development: You will be a person with a zeal and person oriented and believe that problems are very doable and fixable, and will want people to join and build them up for the task ahead



- Identify, train, monitor and support program staff and volunteers to implement high quality programming.
- Ensure timely compilation and submission of accurate monthly timesheets to HR.
- Develop support strategies to motivate staff and introduce principles of staff care.
- Work closely with the HR and Program Coordinators in the recruitment and orientation of local staffs.
- Provide support and cover to other locations within the country and outside of the country when needed by management.
- Lead in the performance appraisals for operations staff and offer support and inputs to Program staff performance appraisals.

4. Program Implementation: You will be bravely better and will strive in doing a better thing and status quo is not an option. In this you will be a person who will beacon a new path when possible in all our programming and planning with a determination in the face of harsh realities

- Work closely with Program Coordinators to ensure activities are implemented as planned.
- Work with Kajo-Keji respective sector leads (GBV, WASH and Nutrition and other sector when needed), compile monthly and quarterly reports, on time and with accurate data
- Maintain flexibility to take on added responsibility as and when needed
- Prepare timely and concise donor reports as appropriate
- Actively participate/lead in assessments and evaluations at the field level in other parts of the country when required.

5. Financial Management: You will be a person who will start with giving and in doing so you will be generous with your time, work and skills towards high level of stewardship and accountability; you will look forward to giving more than receiving.

- Develop work plans and monthly cash projections in line with respective sector grant spending plans (GSPs) and financial BVAs.
- Budget management and reviewing BVAs shared by finance and provide feedback
- Work with Finance and Logistics to plan and procure supplies within program budgets
- Ensure compliance with donor regulations
- Ensure high level of stewardship and accountability.

6. Security: You will ensure high level of human centeredness and value for life. In that you will be a person who will be security conscious and will ensure the safety and security of your team and property.

- Ensure compliance with security protocols and policies



- Consider security implications of all program activities, reviewing all new initiatives with local staff and community leaders
 - Provide security updates to the security officer as required
7. Any other duties as requested by the supervisor.



You have: (EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED):

- Advanced degree in Social Work, Public Health, International Development, or other relevant field of study or equivalent experience
- Previous experience as Field /County Coordinator (2-3 years) a prerequisite preferably in South Sudan.
- Experience in semi-remote management is an asset.
- Familiarity with standards and guidelines for GBV programming and coordination as well as guidance on protection from SEA is highly desirable.
- Familiarity with international humanitarian operations, coordination structures, and the mandates of donors, UN agencies, and other NGOs
- Ability to exercise sound judgment, to remain flexible to a changing environment, and to make decisions independently
- Ability to work well with a cross-cultural team
- Strong communication skills, both oral and written
- Strong English language skills
- Ability to effectively present information and respond appropriately to questions from senior managers in the field and HQ, counterparts, government representatives and others
- Ability to speak the local language is an added advantage

You possess: (KEY BEHAVIORS & ABILITIES):

- Knowledge of and experience in working with and coordinating with international and national partner organizations
- Highly motivated hands-on self-starter, ability to work independently, open to constructive feedback and has ability to respond accordingly
- Demonstrated ability to work in a fast-paced environment with tight deadlines, effectively managing multiple priorities
- Flexibility and willingness to adjust to changing responsibilities or needs as they arise
- Willingness to frequently travel and live in remote and security difficult situation.



- Additional qualities: ability to multitask, ability to handle pressure well, ability to improvise, flexibility, cultural and environmental sensitivity.
- Cultural and gender sensitivity essential

HOW TO APPLY

Qualified and interested candidates should submit their applications which include the cover letter, together with an updated CV with at least three professional referees addressed to Alight South Sudan office located in **Goshen House 2nd Floor Ministry Road, Kololo, Juba.**

Applications can also be submitted to the following email address:
recruitmentss@WEAREALIGHT.ORG or Alight field offices in Kajo-Keji.

Please note that Alight retains all applications and the files will not be returned to the applicants at the end of the recruitment process. Due to the urgency of the position, applications will be reviewed on regular basis hence these positions may be filled before the expiry date of the advert. **Only shortlisted candidates will be contacted for an interview.**

The Deadline for receiving applications is 30th June 2021 at 5:00 pm local time.

Note: American Refugee Committee is an Equal Opportunity Employer offering employment without regard to race, colour, religion and gender. American Refugee Committee complies with all applicable laws governing non-discrimination in employment.

