

AAH-I South Sudan Country Programme  
 Hai Gabat, Opp. JIT Supermarket (behind SSD Customs)  
 Juba Town, Republic of South Sudan



**EXTERNAL JOB VACCANCY**  
 NATIONAL CONSULTANT



**Who We are:**

**Action Africa Help International (AAH-I)** is an African-led non-governmental organization committed to supporting vulnerable communities and bridging the gap between humanitarian aid and long-term development to sustainably improve livelihoods and well-being. With over 30 years of experience, AAH-I operates in South Sudan, Kenya, Somalia, Uganda, Zambia, and Ethiopia, focusing primarily on populations affected by conflict, including refugees, internally displaced persons (IDPs), and host communities.

In South Sudan, AAH-I works across several regions including Greater Equatoria, Jonglei, Greater Upper Nile (Upper Nile state, Unity State and Ruweng Administrative Area). The organization implements a diverse range of projects such as the Humanitarian Logistics, WASH, and Shelter Project funded by UNHCR in Ajoung Thok, Maban, Yei, Wau, and Yambio; the South Sudan Health Sector Transformation Program (HSTP) funded by UNICEF in Fashoda and Manyo; and the Asset Creation, Livelihoods, and Smallholder Agriculture Market Support (ACL/SAMS) project in Juba County. Additionally, AAH-I runs the Digitization (BMR) project funded by WFP in Renk, Malakal, and Bentiu counties, and the South Sudan Livelihood and Resilience Project (SSLRP) funded by IFAD, in Kajo-keji, Magwi, Torit, Bor, and Terekeka and AAH-I enterprise initiatives.

AAH-I South Sudan Seeks to recruit a qualified South Sudanese National only as **national consultant** to fill the below position as detailed.

<b>Job Title:</b>	WFP Project Coordinator –(Consultant)
<b>Ref No:</b>	AAH-I/WFP/JUB/2025-001/PC
<b>Supervisor:</b>	Country Programe Coordinator
<b>Subordinates:</b>	Project officers and Team leaders
<b>Liases with:</b>	<b>Internal</b> (Country Food security and Livelihoods coordinator, WFP Team Leaders, WFP project Staff, AAHI logistics and Procurement and Finance Staff) <b>External</b> (WFP Staff)
<b>Duty Stations:</b>	Juba, Central Equoteria state, South Sudan
<b>Contract Duration:</b>	Four (4 months)
<b>Eligibility:</b>	South Sudanese National only, <b>FEMALES</b> and <b>PEOPLE WITH DISABILITIES</b> are Strongly encourage to apply.

**OVERALL JOB PURPOSE:**

The WFP Projects Coordinator will oversee the work of project officers and assistants to ensure that WFP activities are properly managed, stored, and distributed in accordance with established standards. The Coordinator will be responsible for ensuring timely and accurate reporting to both AAH-I and WFP, as well as coordinating the logistical support required by field teams to effectively implement project activities. Additionally, the Coordinator will contribute to expanding AAH-I’s engagement in WFP-funded programs within the country and will play a key role in maintaining high-quality implementation. Constantly engaging with WFP counter parts in follow up invoice payments, and any matters that affects the implementation of



the project. This position is based in Juba and requires frequent travel to field locations. The Coordinator will report directly to the AAHI Country Program Coordinator.

## **DUTIES AND RESPONSIBILITIES:**

### **1. Leadership and Representation**

- Provide strategic leadership and vision for all WFP-funded projects implemented by AAHI.
- Represent AAHI and project teams in key meetings with donors, government entities, and other stakeholders.
- Participate actively in strategic planning activities and meetings at both field and country levels.
- Share regular updates with internal leadership, partners, and coordination bodies as needed.
- Build and maintain strong working relationships with WFP, local partners, relevant government authorities, and other humanitarian actors in target regions.
- Facilitate effective information sharing and collaboration among stakeholders to support project implementation.

### **2. Program Quality and Management**

- Work closely with WFP to develop and implement monthly and weekly operational plans for field teams, resolving issues promptly and efficiently.
- Oversee the planning of field team deployments and ensure timely access to necessary tools, resources, and support.
- Ensure project implementation aligns with WFP and AAHI standards, as well as AAHI's core principles of justice, solidarity, and subsidiarity.
- Support timely and effective problem-solving related to program activities.
- Provide technical and managerial guidance on the implementation of Field-Level Agreements (FLAs).
- Lead, train, and supervise Field Team Leaders responsible for assessments, community engagement, monitoring and evaluation (M&E), and program oversight.
- Collaborate with AAHI's Country Program Officer and MEAL team to design and implement monitoring systems; ensure these systems are used effectively by field staff.
- Oversee the collection, review, and submission of high-quality field data, reports, and financial documentation.
- Lead the implementation of MEAL policies and procedures for WFP-funded activities.
- Ensure full compliance with donor regulations and internal AAHI policies.
- Monitor project budgets, approve expenditures, and initiate budget modifications when necessary.

### **3. Business Development**

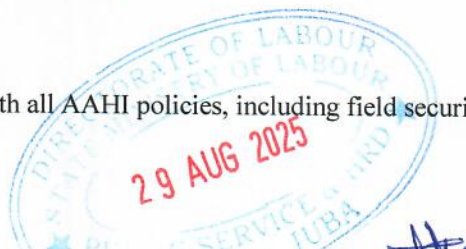
- Work with the Food Security and Livelihoods (FSL) Coordinator and Country Program Coordinator to identify and pursue new WFP and other funding opportunities.
- Support proposal development, including needs assessments, project design, writing, and technical reviews.

### **4. Staff Supervision and Capacity Building**

- Lead the performance management process, including annual planning and performance reviews, in line with AAHI's HR policies.
- Foster a positive team environment that encourages motivation, collaboration, and high performance.
- Ensure all staff under supervision adhere to AAHI's operational procedures and donor regulations.
- Identify staff capacity gaps and support ongoing training and professional development initiatives.
- Conduct regular staff meetings and ensure consistent communication and coordination across project teams.
- Support field teams in building constructive relationships with local authorities and community stakeholders.

### **5. General Responsibilities**

- Ensure compliance with all AAHI policies, including field security protocols.



- Coordinate closely with the Security Manager and Country Representative on security matters, sharing and receiving updates regularly.
- Participate in AAHI-led planning workshops, organizational learning sessions, and other agency-wide initiatives.
- Conduct frequent field visits to oversee project implementation and ensure quality control.
- Perform other tasks as assigned by the Food Security and Livelihoods Coordinator.

#### **Monitoring, Evaluation, Accountability, and Learning (MEAL)**

- MEAL Management: Develops and oversees MEAL budgets and systems, including the integration of ICT tools.
- Monitoring: Leads participatory review sessions and utilizes monitoring data to inform program decisions.
- Learning: Encourages adaptive learning to improve programming and influence stakeholders.
- Analysis & Critical Thinking: Makes evidence-based decisions informed by data trends, comparisons, and contextual analysis.

#### **Emergency Response**

- Communicates effectively and strategically under pressure.
- Demonstrates resilience in high-stress and complex environments.
- Prioritizes safety and security in all operations.
- Leads and implements high-quality emergency programs in dynamic contexts.

#### **Program Management**

- Sets clear goals and ensures accountability for results.
- Builds strong collaboration with staff and external stakeholders.
- Manages financial and material resources responsibly and with integrity.
- Applies quality standards and learning practices to improve project outcomes

### **QUALIFICATIONS REQUIREMENT**

#### **Educational Background**

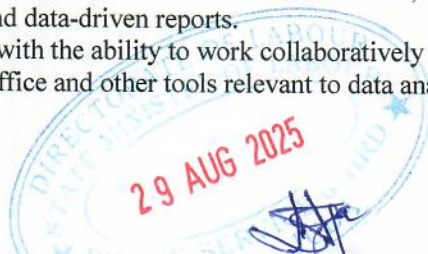
- A Bachelor's degree in Development Studies, Agriculture, Food Security, Nutrition, Social Sciences, or a related field is required.
- A Master's degree in a relevant discipline is desirable and will be considered an added advantage.

#### **Professional Experience**

- Minimum of **3 years'** experience managing humanitarian food assistance programs, preferably in partnership with the World Food Programme (WFP).
- Proven experience in project leadership and team supervision, ideally in complex or resource-constrained settings.
- Demonstrated ability to work effectively in challenging field environments and adapt to difficult conditions.
- Experience in coordination, logistics, and organizational planning, with a strong focus on results.
- Skilled in data management, including collection, analysis, and interpretation to inform program decisions.
- Track record of high-quality reporting, with strong written and verbal communication in English.
- Willingness and readiness to travel extensively and operate in remote or insecure areas.

#### **Key Competencies and Skills**

- Excellent communication abilities, both oral and written, with the capacity to produce comprehensive narrative and data-driven reports.
- Strong interpersonal skills with the ability to work collaboratively in multicultural teams.
- Proficiency in Microsoft Office and other tools relevant to data analysis and report writing.



- Flexible leadership style, with demonstrated diplomacy, creativity, and problem-solving abilities.
- Effective in planning and facilitating training sessions, particularly in humanitarian or clinical contexts.
- Proven strength in program management, including coordinating multiple technical areas and mentoring teams.
- Highly resilient and adaptable, capable of managing stress and remaining focused under pressure.

**SAFEGUARDING STATEMENT:**

Children and vulnerable adults who come into contact with AAH-I as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that AAHI shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

**ACCOUNTABILITY WITHIN AAH-I:**

- Alongside our safeguarding policy, AAH-I is an equal opportunities employer. we consider all applicants regardless of race, age, ability, ethnicity, nationality, religion, gender identity, sexual orientation, or marital status and has a set of integrity policies.
- Any candidate offered a job with AAHI will be expected to adhere to AAHI’s policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behavior protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area and report any concerns about inappropriate behavior of AAHI staff or partner.

**APPLICATION SUBMISSION INSTRUCTIONS:**

**How to Apply:**

- Submit your CV maximum 3 pages along with the following documents:
  - ✓ A one-page cover letter expressing your interest
  - ✓ Clear photocopies of non-returnable academic certificates
  - ✓ A copy of your national ID passport or driving permit
- Place all documents should be sealed in an envelope clearly marked “*Application – AAH-I/WFP/JUB/2025-001/PC*”
- Deliver your sealed application to the AAH-I office at Logistics Base in Gabat Residential area, opposite Jit Super market.
- **Deadline** of submission is **September 5<sup>th</sup> 2025, 12:30 PM CAT**
- Failure to follow above instruction shall lead to disqualification from the recruitment process.

**2. Additional Instructions:**

- Only shortlisted candidates will be contacted for interviews.
- **Important:** Due to the urgency of this recruitment, applications will be reviewed on a rolling basis. Interested candidates are strongly encouraged to apply as early as possible, as the position may be filled before the closing deadline.

