

## Job Profile & Vacancy Advertisement

**POSITION TITLE:** Field Coordinator  
**COUNTRY PROGRAM:** South Sudan  
**Duty Station:** Lakes State – (Yirol/Awerial)  
**REPORTS TO:** Country Director  
**Deadline for Applications:** 26<sup>th</sup> December-2021  
**Proposed Starting Date:** 1<sup>st</sup> February-2022. Full time

SD-H3



### COUNTRY PROGRAM MISSION:

The overall objective of **Help-Hilfe zur Selbsthilfe** (Help) - Germany, in South Sudan program is to assist the most-needy South Sudanese to respond and alleviate the WASH and Nutrition gaps in the communities. To achieve this objective, Help - Germany implements a multi-sectoral program that includes Food Security & Livelihood, Nutrition, WASH as key activities. Help -Germany currently works closely with the County WASH Departments in large scale county wide WASH and nutrition programming. Help's programming is expanding its outreach mechanisms and introducing new initiatives through running activities in both Lakes and Jonglei States.

### Role & Responsibilities

Manage the implementation and coordination of the designated field projects. Providing leadership, strategic direction, management and evaluation of all aspects of **Help-Hilfe zur Selbsthilfe** (Help) projects in the Greater Lakes State region. The Project Coordinator also plays a key role in liaison with all local authorities and other relevant stakeholders, team leadership and security element of the project.

### Project Overview

Help's projects in Lakes State provides Nutrition, Food Security & Livelihoods and WASH (Access to Safe Water, Sanitation and Behavior Change) services to the IDPs and host communities in both Yirol East, West and Awerial Counties, targeting over 150,000 needy people.

### Key Activity Areas

#### *Project Management*

- Oversee the overall implementation of the designated project(s) in consultation with the Country Director and relevant Technical Coordinators and in accordance with the project proposals ensuring objectives are met within the required time frame and budget. Where necessary ensure preventative and corrective actions are taken.
- Manage a comprehensive activity plan for the designated project(s), including resource needs analysis, covering the time frame of the project proposal.
- Support relevant Technical Coordinators in day-to-day decision making as requested/required.
- Ensure that regular monitoring and evaluation assessments against project objectives are conducted and reports made to the Country Director, HQ - Program Coordinator and to relevant donors.
- Maintain an overview of the regional context with a view to the strategic development of new projects both in current sites and in surrounding regions/States. This may include baseline needs assessments.

#### *Representation*

- Develop and maintain relationships with relevant stakeholders (e.g. targeted populations, community leaders, local and national government officials, donors, UN agencies, State level Cluster leads and other Humanitarian partners) and represent Help at relevant meetings in order to facilitate and ensure cooperation/coordination and partnerships.

#### *Financial Management*

- Plan and administer the budgets for the designated projects, in collaboration with the relevant Technical focal points/Coordinators in accordance with donor guidelines.





- Working with the relevant technical focal points, to ensure that budgets are spent according to donor proposals and regulations and within the appropriate timeframe, making any budget adjustment recommendations to the Country Director and Finance Director.

#### **Staff Management**

- Ensure all personnel related issues for the staff of the designated project(s) are carried out in accordance with Help's national HR Handbook and guidelines. This includes recruitment, appraisal, objective setting, development and training, disciplinary action, etc. In all HR/Admin related matters, work with the relevant Technical focal points and the Fin/Admin Director.
- Ensure that staff receive appropriate and adequate training by providing mentoring and coaching and through the promotion of capacity building of local staff.
- Promote the health and security of the staff of the designated project(s) by ensuring the application of security guidelines, health and safety in the workplace and healthy living conditions and practices.

#### **Security Management**

- Oversee and monitor staff adherence to security protocols, including security incident reports.
- With close liaison with Country Director and Logistics/Safety Coordinator; ensure security plans and protocols for the area(s) of operation are updated and implemented in response to changes in the security situation.

#### **Quality Management**

- Ensure designated project(s) are implemented in line with donor proposals and requirements and in accordance with Help, donor, country and international standards e.g. Sphere and HAP standards, WHO recommendations, etc.

#### **Team Welfare**

- Reflect the values of Help including Team-working spirit within team members, target communities, and external actors in Help's areas of operation.

*This job description covers the main tasks that are anticipated. Other tasks may be assigned as necessary.*

#### **Qualifications**

- MUST be technical in either WASH or Nutrition thematic areas of programming with related University degree in a relevant subject such Public Health or Nutrition Studies.
- Strong working knowledge of English (spoken and written).

#### **Experience**

- Minimum 3-years post-qualification experience in a management position, preferably in a relief environment.
- Experience and willingness in training/mentoring staff.
- Knowledge of Humanitarian Essentials, Sphere and HAP Standards.
- Advanced planning, assessment and analytical skills. Good negotiation, report and proposal writing skills. Excellent communication skills and Problem Solving ability.
- Committed to team-building and able to develop and support team members.
- Advanced leadership and project management skills. Proactive, Creative, Open-minded, flexible, self-learner and diversity oriented.

#### **Workplace & Working Conditions**

Based in Yirol, with frequent travels to other locations in Lakes State, South Sudan. Working and living conditions may be very basic and require great resilience.

#### **How to apply**

##### **Application Process**

If you strongly feel you qualify for this position; forward your updated Curriculum Vitae (CV) and Covering Letter to [recruitment-ssd1@help-ev.de](mailto:recruitment-ssd1@help-ev.de) . Deadline for applications is 26<sup>th</sup> December-2021.

*Please do not make multiple applications. Only English-language applications and CVs will be reviewed.*

