

JOB VACANCY-INTERNAL & EXTERNAL

Vacancy No: AC-Nasir-2023-09 -21-195 N



ROLE PROFILE

Title: Area Coordinator

Location: Nasir, Upper Nile State-South Sudan

* This role is classified as requiring advanced pre-employment checks

Duration: 12 months with possible extension

Department: Programs

Reporting to: Roving Area Manager

Direct reports: N/A

Budget responsibility: N/A

1. Context

About Relief International

Relief International (RI) is a leading non-profit organization working in 16 countries globally to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises, and chronic poverty.

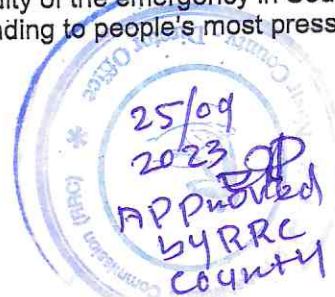
RI combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact and resilience. We focus on health/nutrition, education, economic opportunity, and water, sanitation, hygiene (WASH) programming while integrating protection, environment/climate change, and conflict mitigation in partnership with the communities we serve. We empower communities to find, design and implement the solutions that work best for them.

RI includes the three corporate members of the RI Alliance: RI-US, RI-UK, and MRCA/RI-France. Under our alliance agreement, we operate as a single, shared management structure.

About South Sudan Country Program

Relief International (RI) has been active in South Sudan since 2006 and operating across the Upper Nile State meeting the needs of the most vulnerable communities. In addition to its head office in Juba, RI operates six field offices in the counties of Maban, Longechuk, Maiwut, Ulang, Renk, Melut and Nasir in Upper Nile. We deliver an integrated response to the humanitarian crisis in the Upper Nile State, directly providing life-saving Health and Nutrition, WASH, Economic Opportunity and Protection services through a conflict sensitive approach to refugees, IDPs, returnees and rural host communities, targeting particularly at-risk individuals and households. Given the fluidity of the emergency in South Sudan, Relief International's response has remained highly flexible, responding to people's most pressing needs.

Africa/ Asia Region



RI operates in nine countries in the Africa/Asia region: Afghanistan, Bangladesh, Iran, Myanmar, Pakistan, Philippines, Somalia, South Sudan, and Sudan, with a focus on the four RI sector pillars: Health, WASH, Education and Economic Opportunity. We employ more than 3,000 staff (direct and indirect) in the Africa/Asia region and implements a range of emergency response and development programs valued at approximately \$55 million USD on an annual basis.

2. About the role

The Area Coordinator will be responsible for compliance to RI policies and procedures. S/he shall be responsible for the planning and implementation of safety procedures/protocols within Nasir County & ensure the safety of all staff and assets. As RI's primary representative and line manager of all staff in the area, the Area Coordinator is responsible for the coordination, management, development, and representation of RI programming in the area. S/he will oversee program implementation according to RI strategies in the area and ensure that operations are implemented within RI's regulations, procedures, guidelines and strategy; enable a productive and accountable relationship with beneficiaries, communities' leaders/representatives, relevant governmental authorities, national and International NGOs and UN Agencies.

3. Key responsibilities

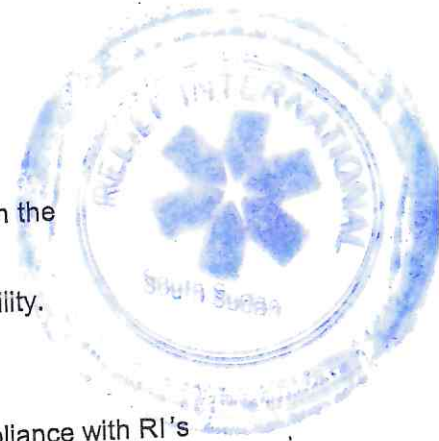
Management

- Together with department leads for the area, coordinate and integrate of RI activities in the area including, but not limited to Health, nutrition, WASH, Protection and food security and livelihoods
- Line management of both program and non-program staff based in location, including recruitment, coaching and ensuring interdepartmental co-ordination.
- Ensure RI recruitment processes and procedures are followed at all times and be accountable for mitigating HR compliance gaps.
- Liaise and closely coordinate with program and non-program RI staff based at Juba
- Encourage a positive, innovative and mutually supportive team spirit amongst the team

Representation

- Act as the main RI representative in Nasir County and attend all relevant forums/meetings with the objective to strengthen RI's position in the area.
- Responsible for building and maintaining good relations with key stakeholders including Local Authorities, UN/INGOs and Cluster





Safety and Security

- Ensure adherence to security procedures and monitoring developments in the security situation.
- Regularly update the local security situation for his/her area of responsibility.

Finance and Administration

- Provide budget monitoring of assigned budgets, financial control in compliance with RI's financial policies and procedures
- Ensure effective day to day management of RI Office, Guest house and warehouses
- Prepare and send monthly cash request for the area
- Ensure necessary systems in procurement are followed according to RI's procurement policies and procedures.

Reporting

- Ensure compliance with internal reporting requirements and participate in the RI internal coordination mechanisms as required.

Policy compliance – Mandatory Reporting Policy (MRP):

- Ensure any violations of the RI Sexual Abuse and Exploitation Code of Conduct are reported through the requisite mediums. The reporting of violations is an obligation on the part of all staff members.
- Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by RI and other humanitarian workers
- Ensure all annual mandatory compliance trainings are communicated and ensured on time

Note:

- The role of the **Area Coordinator** cannot be limited to the specific duties and tasks detailed herein. The success of the RI's humanitarian mission is the highest priority and all issues, which arise, must be addressed accordingly. Therefore, the **Area Coordinator** will be required to support in unforeseen issues and circumstances and remain flexible to perform other duties, as and when required.

Safeguarding and conduct

- Uphold and promote RI's commitment to ensuring the safeguarding and safety of the vulnerable communities we serve.
- Consistent with RI's safeguarding and protection policies, contribute to ensuring that all those who come into contact with Relief International staff and the communities we serve can be trusted to work safely with them
- Support and develop systems that create and maintain an environment that prevents sexual exploitation and abuse and promotes the implementation of the Code of Conduct and safeguarding policies.

For all Manager Level and above roles:

Culture and leadership

- Ensure a positive and productive work environment, which is free from harassment and bullying.
- Ability to demonstrate sensitivity and understanding of diversity and cultural differences, gender issues and the commitment to equal opportunities
- Ability to demonstrate and uphold RI's values and ethics



4. Role Requirements

Experience and skills required for the role.

Essential criteria

- Minimum 3 years of experience working as a Project Coordinator in a humanitarian/recovery context or equivalent
- Minimum First Level University/Bachelor's Degree in relevant field.
- Previous experience working in complex and volatile contexts
- Knowledge about own leadership skills/profile
- Fluency in English, both written and verbal
- Knowledge of local languages (Preferred)
- Knowledge of the context of the area (Preferred)



Desirable criteria

- Analytical skills and strong organizational skills
- Knowledge of legislations of South Sudan and general compliance regulation
- Ability to speak local languages in Upper Nile, Arabic strongly desired
- Proactive, open minded and solution oriented
- Handling insecure environments
- Strategic thinking
- Confidential
- Empowering and building trust
- Managing resources to optimize results
- Excellent negotiation, advocacy, and communication skills

5. RI Values

Guided by the humanitarian principles of humanity, neutrality, impartiality, and independence, as well as "Do No Harm," Relief International Values:

We value:

- Integrity
- Adaptability
- Collaboration
- Inclusivity
- Sustainability

Note:

The role of the **Area Coordinator** cannot be limited to the specific duties and tasks detailed herein. The success of the RI humanitarian mission is the highest priority and all issues, which arise, must be addressed accordingly. Therefore, the **Area Coordinator** will be required to manage all unforeseen issues and circumstances and remain flexible to perform other duties, as and when required

6. How to apply

Aspiring applicant should complete the **Job application form**, which can be collected at Relief International office in **Nasir**, or this form can also be downloaded from same website where this advertisement is posted.



The job application form once completed, should be submitted along with motivational letter and copies of academic documents in seal envelop clearly marked **Area Coordinator NO. AC-Nasir-2023-09 - 21-195 -N** to Relief International main office in **Juba or Nasir Office**.

OR

Send your completed job application form and supporting documents via Email to recruitments@ri.org

Deadline: 11th, October 2023, 5 pm SSD local time.

- Females are highly encouraged to apply

Only shortlisted applicants will be contacted.

Relief International has a zero-tolerance policy for unlawful harassment, sexual exploitation and abuse. Relief International is committed to protecting our staff and the communities we work with from abuse and harm including sexual exploitation, sexual abuse and sexual harassment.

All staff are expected to abide by our Code of Conduct.

Recruitment to all roles in Relief International include a criminal records self-declaration, references and other pre-employment checks, which may include police and qualifications checks.

