



RESCUE LIFE OF CHILDREN

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Date: 3rd August 2023

Job Advertisement VA –NO: 2023/08/005.

Rescue life of children (RLC) is a national non-profit organization whose operations focus on improving the lives of vulnerable children and communities affected by conflict and natural disasters in South Sudan. The organization was established in 2015 by group of health professional volunteers who had identified a major gap in provision of services to vulnerable children and families in South Sudan. RLC is working in the thematic areas of Education, women empowerment, protection, health & nutrition, WASH and peace building as well as trauma awareness. We target the most vulnerable persons in the country especially in conflict-affected areas, displaced persons and most underserved populations. RLC is currently operating in Jonglei and Northern Bhar El Ghazel states.

RLC is seeking to recruit: -

Job Title: Programs Coordinator
Location: Juba with 30% movement to the field sites
Reporting to: Executive Director

JOB PURPOSE:

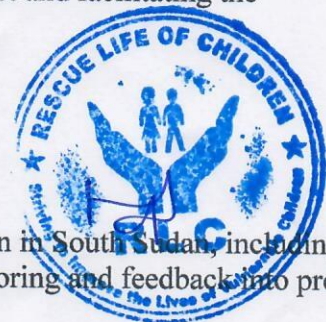
The Programs Coordinator will assume direct responsibility for the overall management and coordination of the various components of the RLC South Sudan Programs. S/he provides overall leadership and direction to program staff and support to the Executive Director to strengthen the program development, strategies, program quality, partnerships, Coordination, Planning and accountability in accordance with RLC and donor policies as well as provide strategic funding direction in line with South Sudan country strategic plan. This include donor landscape studies regularly to identify donor trends, facilitate structured donor engagement, development and implementation of RLC fundraising strategy, donor scoping, track and identify donor opportunities, write quality proposals and coordinate with relevance funds manager

The position requires innovative thinking and creativity to package our programme strategies in ways that attract the right donor support and grow our portfolio strategically and sustainably. Identifying new donors, managing existing donor relationships, ensuring that donor compliance requirements are met and facilitating the development of new programme designs and proposals are key responsibilities.

Key Duties & Responsibilities:

Program Implementation, Grant Management and M&E (40%).

- Provide oversight and leadership to all aspects of program implementation in South Sudan, including ensuring timely reporting, compliance and quality utilizing routine monitoring and feedback into program implementation
- Support the management team in the development of quality project proposals and concept notes



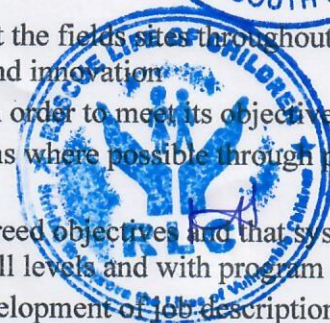
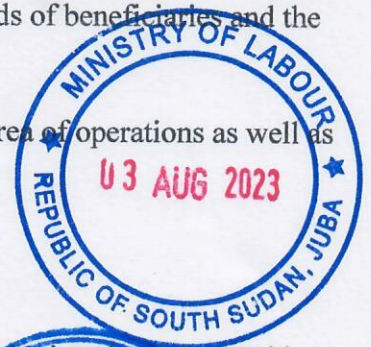
- Provide professional support, advice and training to manager's/budget holders/support services on proposal development and donor requirements.
- Ensure effective and transparent planning and use of financial resources in compliance with RLC and donor policies and priorities.
- Document lessons learned and best practices for dissemination within RLC, to donors and to other agencies and interested parties, and ensure synergetic programming and cross-cutting program collaboration in South Sudan.
- Providing technical support for monitoring and evaluation of projects through setting performance indicators, participating in visits to field locations, identifying strengths and weaknesses and instituting corrective actions.
- To ensure all programs are evaluated or reviewed in a thorough and timely fashion and that lessons learned are fed back into improved programming
- Ensure timely and targeted communication and information flow to all internal and external parties and coordination with the Executive Director, donors, field offices and other program partners to remain informed about program achievements.
- Produce regular and timely situation reports for the Executive Director.
- Providing operational support in the process of project development, implementation, monitoring and evaluation to ensure that the planned results are achieved in a timely manner.
- Attend cluster meeting like Health cluster, Nutrition cluster and Protection cluster meeting to advocate for new funding.
- Develop RLC annual report, newsletter, posters, and ensure update to RLC website, Facebook page, twitters, blogs, Instagram and LinkedIn as well as create innovative approach

Programs Development Strategy (40%)

- Lead program development initiatives including writing concepts, proposals and budgets in line with donor requirements
- Collaborate closely with the Executive Director, program staff and Field Program Development staff in the development and design of innovative initiatives to drive new business development
- Participate in country level strategic planning and contribute to the sustainable management of program growth with a continual eye to new program development that meets the needs of beneficiaries and the strategic needs of RLC.
- As required represent RLC to funders and potential donors
- Cultivate key relationships that enhance RLC's visibility and efficacy in its area of operations as well as new business development opportunities

Team Management / Capacity Building (20%)

- Effectively manage a team of expatriate and program staffs located at the fields sites throughout with an emphasis on excellence, promoting a culture of learning, creativity and innovation
- Contribute to securing sufficient human resources for the program in order to meet its objectives.
- Encourage the promotion of national staff to senior program positions where possible through provision of appropriate training and mentoring.
- To ensure that all program staff have up-to-date job descriptions, agreed objectives and that systematic Performance and Development Review processes are undertaken at all levels and with program staff.
- Assist the human resources and administration department in the development of job descriptions, recruitment and orientation of staff.
- Draft and/or review scopes of work to hire and manage technical consultants, including review for technical efficacy and contract budget



- Conduct annual performance reviews and lead ongoing performance monitoring for all direct reports
- Provide daily oversight to programmatic needs and collaborate closely with the operations, finance, and administrative teams in support of field office operations including reporting, grant administration and implementation

QUALIFICATIONS AND EXPERIENCE

Essential

- S/he must have Master's Degree in Education or Master of Public Health, or Bachelor of humanitarian Studies, BSc. In Education, BSc. Public Health, Bachelor of Medicine and Bachelor of Surgery (MBBS)
- Must be a South Sudanese national only
- Must have a minimum 5 years' experiences in project cycle management
- Ability to handle large volume of task to work under pressure simultaneously
- Must be familiar with USAID, UNICEF and ECHO donor's templates and requirements

Desirable

- Experience in fund raising and dealing with institutional donors and International donors
- Experiences in project management skills related to organizational development projects
- Experience in strategic partnership and stakeholder engagement
- Previous experiences of working with international organizations and UN agencies

Technical skills

- The candidate must have skills in proposal writing, project management, conflict resolution, experience in networking and good communication skills, Negotiations and delegations, Risk management
- Must have technical skills in quality reporting, data analysis and information & communication technology skills, (ICT)
- S/he Must have expertise in M&E tools for programming and monitoring progress
- Substantial knowledge of international development system, institution and donors and procedures, accountability framework and best practices

FURTHER INFORMATION & HOW TO APPLY

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Nationality ID, Academic documents & relevant certificates. On e-mail to rescue.lifeofchildren@gmail.com and Copy info@rlcss.org

*The position must be clearly indicated in your subject-line email **Programs Coordinator***

Deadline for receiving applications is **22nd August, 2023 by 5:00 PM,**

Please note that:

- This position is open to South Sudanese nationals only.
- Female Candidates are encouraged to apply!
- Only candidates who meet the selection criteria will be contacted.

