

26<sup>th</sup> November, 2020.



**Internal and External Job Advertisement**  
VA – NO: SCI/HR/20201126–Field Coordinator

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -



**Job Title:** Field Coordinator (01)  
**Location:** Rumbek - South Sudan  
**Reports to:** Head of Programme Coordinator, Zone 3  
**Contract period:** 12 Months – with possibility of extension based on satisfactory performance  
**and funding.**

**Staff directly reporting to this post:** 7 in number (Education coordinator, CP& CRG coordinator, MEAL officer, Finance officer, Human resource officer and Supply chain officer).

**JOB PURPOSE:**

The post holder is responsible for the overall management of Save the Children programs and field operations in Lakes State Counties. He/she will be supporting the achievements of contractual obligations and program objectives, including from monitoring of field budgets and expenditures, ensuring proper maintenance and use of project equipment and vehicles, project activity implementation, monitoring and evaluation, liaising with implementing partners and local government. The Field Coordinator will support improved coordination with partner organizations and will assist the Head of Program Implementation (HPI) in expanding the Save the Children program activities and presence in his/her respective field office of operation.

In consultation with the program officers/ coordinators /managers and technical specialists, the Field Coordinator will be responsible for determining the staffing needs for the field office, including local staff recruitment and hiring as appropriate, orientation of new staff, continual coordination and training of project staff and regular supervision towards refinement, development, and expansion of program activities. Under the overall guidance of the HPI, the Field Coordinator oversees all aspects of activities in the field office including finance, local procurement, inventory, logistics, and communications.

**KEY AREAS OF ACCOUNTABILITY:**

**Project Planning and Implementation**

- Prepare periodic implementation plans for Head of Program Implementation.
- Implement periodic project progress evaluations to ensure targets are being met and where needed re-alignment of project interventions to meet targets occurs respective program managers.
- Assist in agency required long-term planning activities as needed
- Support regular project coordination and strategic planning activities
- Coordinate with program staff to support implementation of program activities in field office.

**Office Staff Supervision and Training:**



- Oversee development of staff skills development strategy and implementation of any related training activities in coordination with head of program implementation.
- Ensure all field-based staff adhere to agency and donor policies and procedures
- Determine the staffing needs for the field office, including ensuring adequate and timely staff recruitment and hiring within the field office as appropriate and approved
- Ensure orientation of new staff in the field and on program matters

### **Program Management**

- In coordination with appropriate technical staff, support on-going development and maintenance of all project monitoring instruments and systems
- Regularly visit program sites and activities to monitor programmatic outputs and impact
- Support compliance with all grants related reporting requirements

### **Program Operations**

Under the overall guidance of the Head of Program Implementation

- Monitor budgets and expenditures in field office
- Ensure proper maintenance, and use of project equipment and vehicles in field office
- Ensure updated inventory of all goods, equipment and supplies in field office
- Ensure accountability and proper handling of all finances in field office
- Ensure proper procedures are followed for local procurement in field office
- Manage and support adequate communications with other locations as appropriate

### **Program Representation**

- Represent Save the Children at the Field Office
- Liaise with and update local and state authorities as appropriate.
- Coordinate with local partner organizations as needed

### **Other**

- Provide support to junior staff members and address issues when relevant

### **SKILLS AND BEHAVIOURS (our Values in Practice):**

#### **Accountability:**

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

#### **Ambition:**

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

#### **Collaboration:**

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

#### **Creativity:**

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

#### **Integrity:**

- Honest, encourages openness and transparency





## QUALIFICATIONS AND EXPERIENCE:

### Essential Criteria:

- University degree in Management, Administration, or other relevant discipline
- Minimum 1 year of experience managing field locations for a NGO; 2-3 years working with an NGO
- Advanced knowledge of budgets and logistical activities
- Excellent written and spoken English language skills
- Strong administrative and organisational skills
- Ability to coach others and work in a team environment
- Excellent interpersonal skills and ability to work effectively in insecure environments is critical.
- Experience in facility management
- The capacity and willingness to be extremely flexible and accommodating in difficult and frustrating working circumstances is required.
- Commitment to and understanding of Save the Children's aims, values and principles.

### Desirable:

- Previous experience in working in remote and insecurity areas.

### Additional job responsibilities:

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

### Equal Opportunities:

- The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

### Child Safeguarding:

- We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

### Health and Safety:

- The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

## FURTHER INFORMATION & HOW TO APPLY:

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Academic documents & relevant certificates. To [Jobs.southsudan@savethechildren.org](mailto:Jobs.southsudan@savethechildren.org) or hand deliver at the HR Office in the SCI Field locations. Applications will also be received at save the children office at Hai Malakal Head Office before closing date of: **16<sup>th</sup> December, 2020 by 5:00 PM.**

*The position must be clearly indicated in your subject-line or envelop.*

### Please note that:

- This position is open to all SCI internal and External applicants.
- Female Candidates are encouraged to apply!
- Only candidates who meet the selection criteria will be contacted.

