

Vacancy Announcement
PROJECT COORDINATOR
SOUTH SUDAN

| | |
|---|--|
| Organisation & programme information | <p>Caritas Switzerland (CaCH) is an international Non-governmental Organisation (INGO) which works worldwide and adheres to international humanitarian principles.</p> <p>In South Sudan, CaCH and its partners implement comprehensive recovery projects that aim for increased resilience among the target population and improved livelihoods for returnees and host communities through alternative income opportunities, natural resource management, and improved agricultural methods.</p> <p>Caritas Switzerland is currently seeking a Project Coordinator for the project “Livelihood and Resilience for Returnees and Host Communities” (100%).</p> |
| Position | Project Coordinator |
| Reporting to | Country Director South Sudan |
| Workplace | Juba, with frequent travel to the project areas Torit, Magwi and Yei |
| Starting date | 1 st June 2023 or as per agreement |
| Duration | 2 years |
| Objective of the poste: | <p>The Project Coordinator is the overall responsible for implementation of the project and will oversee and coordinate all related activities in both project areas in Central Equatoria and Eastern Equatoria. He/she will be the main point of contact for all the project stakeholders and will represent the consortium at local and regional level.</p> |
| Key tasks & responsibilities | <p><u>Project cycle management:</u></p> <ul style="list-style-type: none"> • Responsible for the planning and management of the activities of the new project in the counties Torit and Magwi in Eastern Equatoria and Yei River County in Central Equatoria, in compliance with the rules and regulations of the donor and Caritas Switzerland • Provide supervision and quality controls for CACH project staff, project partners and service providers • Ensure good coordination and communication between the consortium partners and mainstreaming of the Humanitarian-Development-Peacebuilding Nexus approach • Keep an overview and monitor the progress of the project according to the set budget, timeframe and objectives and ensure appropriate human resources and logistics • Coordinate and liaise with communities, implementing partners, government and UN agencies to ensure project objectives are achieved and to avoid duplications • Systemically monitor and evaluate the project progress, effectiveness and impact of the activities and ensure strategic reflection to support achievement of outcomes and impact • Write and compile timely progress reports as per agreed reporting schedule and in coordination with the partners, the Country Director and HQ • In close cooperation with the M&E Coordinator, ensure the monthly/quarterly/annual programme monitoring plans are followed, coordinate data-collections for the baseline/midline/endline survey and ensure adherence to M&E guidelines and frameworks • In coordination with the Country Director, organise coordination meetings (kick-off/inception), assessments, consultancies, project visits, workshops, mapping exercises and training sessions for involved partners • Conduct regular field visits to identify needs, gaps, and challenges and to collect lessons learnt and best practices • Coordinate advocacy, communication and visibility activities of the project |

Caritas Switzerland

South Sudan Office
Torit, Katire Road
Mission Area

Phone: +211922397470
Email: feedback.southsudan@caritas.ch
Intranet: www.caritas.ch

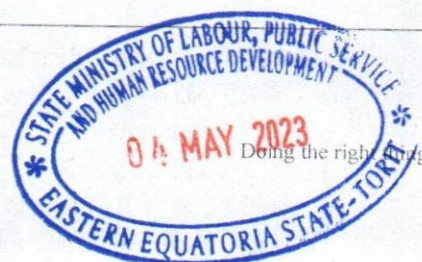
Doing the right thing

| | |
|---|--|
| | <ul style="list-style-type: none"> • Ensure proper documentation of Caritas Switzerland project staff and partners and properly maintain project-related documents and relevant records and reports • Ensure proper oversight of the budget and financial planning and management of the project in accordance with Caritas Switzerland's standards and regulations (with support from the local financial team as well as HQ of Caritas Switzerland) <p>Further tasks:</p> <ul style="list-style-type: none"> • Proactive engagement, e.g. if revisions are needed, proactively communicate with the Country Director and suggest corrective actions when needed • Monitor closely the general humanitarian and security situation in the project locations • In coordination with the Security Advisor and other security stakeholders, ensure risk management in relation to the implementation of activities and with all partners • Analyse and report on any difficulties, challenges or security incidents related to the project • In case of need and upon request, assist in drafting new project proposals, including needs assessments, mapping exercises, reports • Coordinate and liaise with local authorities in the project areas • Exchange information and coordinate with other actors and stakeholders (concerned UN agencies, the governmental bodies etc.) in coordination with the Country Director • Participate and represent Caritas Switzerland in relevant coordination group meetings, cluster meetings and donor meetings at State level and report back to the consortium partners on key decisions and outcomes • Facilitate missions from HQ and technical consultants • Assist the Country Director in monitoring the Caritas Switzerland country program as requested |
| <p>Essential requirements & qualifications</p> | <p>Education:</p> <ul style="list-style-type: none"> • Masters Degree from an accredited university in Agronomy/Agro-ecology/Agro-business/Rural Development/International Development/Natural Resource Management, or related fields <p>Requirements:</p> <ul style="list-style-type: none"> • At least 5 years of experience in a similar senior position with INGO in an international working environment and with demonstrated leadership experience • Experience in project cycle management • Experience in applied triple Nexus projects • Demonstrated experience in coordination of multiple partners • Knowledge and experience in monitoring and evaluation (M&E) • Knowledge of crosscutting themes such as conflict sensitivity and gender mainstreaming • Experience in liaising with government authorities at central and local level • Highly organized with excellent attention to detail • Ability to multi-task, set priorities and work under tight schedules • Commitment to meet deadlines • Well-developed analytical skills, capacity for synthesis • Able to work independently under minimum supervision • High degree of work ethics and strong management skills (such as managing several work streams simultaneously, adhering to reporting schedules, etc.) • Cultural-sensitivity and strong inter-personal skills, team-player • Experience of working in remote field locations • Fluency in English (written and spoken) • Strong communication skills |

Caritas Switzerland

South Sudan Office
Torit, Katire Road
Mission Area

Phone: +211922397470
Email: feedback.southsudan@caritas.ch
Intranet: www.caritas.ch



| | |
|---------|--|
| | <ul style="list-style-type: none"> • Very good computer skills, proficient in Office Package (Word, Excel, PowerPoint, Internet and Email) <p>Desirable qualifications and competences:</p> <ul style="list-style-type: none"> • Good knowledge in applying training formats using participatory approaches • Knowledge of the project areas |
| | <p>The position is open only for South Sudanese Nationals</p> <p>Interested candidates should submit the following documents:</p> <ul style="list-style-type: none"> • Application Letter (max 1 page) • Curriculum Vitae (CV) with names and contacts of three referees who should be present or former direct supervisors • Copy of certificate(s) <p>DO NOT SUBMIT ORIGINAL DOCUMENTS</p> <p>Please send your application to Caritas Switzerland by email to jjekel@caritas.ch and jadokorach@caritas.ch the latest by 22nd May 2023.</p> <p><i>Female candidates are strongly encouraged to apply. Only shortlisted candidates will be contacted. Caritas Switzerland reserves the right to cancel the recruitment process any time.</i></p> |
| Website | www.caritas.ch |



Caritas Switzerland

South Sudan Office
Torit, Katire Road
Mission Area

Phone: +211922397470
Email: feedback.southsudan@caritas.ch
Intranet: www.caritas.ch

Doing the right thing