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Approved  
14 APR 2025  
14/04/2025

Date: 11/04/2025

### JOB ADVERTISEMENT

<b>Title:</b>	Project Coordinator
<b>Duration:</b>	One year with possibility of extension.
<b>Status</b>	This post is subject to availability of fund.
<b>Number of Positions</b>	1 ( This position is both Internal and External)
<b>Location:</b>	Torit EES
<b>Reporting To:</b>	Programs Manager
<b>Opening Date:</b>	14/04/2025
<b>Closing Date:</b>	05/05/2025

### BACKGROUND

Root of Generations is a South Sudanese humanitarian, development and advocacy non-governmental organization, dedicated to working with youth, women, Children, families, South Sudanese civilians, South Sudanese civil society entities, and South Sudanese government. ROG has coordination office in Juba, main office in Chukudum and field officers in Torit and Kapoeta. The organization works in collaboration with different entities to alleviate poverty, improve peace and wellbeing, champion gender equality and civic education, reduced inequalities, climate effects, ecological and environmental degradations. ROG values impact and therefore seeks result-oriented individual preferably females to join the dynamic and youthful team.

### Job Summary:

All ROG employees are expected to work in accordance with the organization's core values: Zero tolerance to human rights abuses, Respect for lives, upholding ethical practices, Inclusiveness and accountability. These attitudes and beliefs shall guide our actions and relationships.

### Roles

The Project coordinator will contribute to achieving high quality programming by ensuring effective grants management including, compliance requirements, reporting, timely and quality proposal development, and internal and external communication. S/he ensures ROG programme/support teams are fully informed of relevant donor compliance regulations and ROG procedures, manages donor and other external reporting, and coordinates grant revisions. S/he also supports donor communication by ensuring effective channels of internal and external communications relating to grants are established and respected. Last but not least, the Project coordinator supports development of proposals and opportunity identification, as required in the location.

- Adherence to ROG policies, guidance, and procedures;
- Support the development of concept/proposals with WLOs/WROs/CBOs, associations working on UNSCR 1325 on women peace and security agenda
- Identify and develop capacity strengthening for different groups or association
- Analyze the ideas in line with the project and grant the teams accordingly
- Support overview and maintenance of the grants, donor requirements, rules and regulations, and internal and external deadlines;
- Support the development of donor applications and reports, as well as ensuring donor compliance and quality control;
- Contribute to the development and revision of funding proposals, budgets, and donor reports;
- Be updated on donor priorities
- Contribute to continuously improve internal grant management systems;
- Coordinate the development and distribution of internal reports;
- Represent with relevant partners and donors, as delegated by the Head of Programmes;
- Coordinate with state.

#### **Professional competence**

- At least 4 years of relevant experience in a related field;
- Experience of donor relations and grants management (e.g. with institutional humanitarian and development donors);
- Experience working in complex/ insecure environments and with displaced populations;
- Good understanding of donor rules and regulations;
- Proven skills and experience in report and proposal development and working with multiple donors;
- Good personal organizational skills, including time management, and ability to meet deadlines and work under pressure;
- Staff capacity-building experience;
- Willingness to travel to field offices and work in difficult environment according to travel requirements.

#### **Context related skills, knowledge**

- Good communication and interpersonal skills;
- Strong organizational and team working skills;
- Good cultural awareness and sensitivity;
- Ability to work under pressure, independently and with limited supervision;
- Ability and willingness to work/live and be mobile under difficult circumstances;
- Excellent written and oral communication skills in English;
- Knowledge of the NGO operations and the dynamics of the humanitarian sector;
- Above average computer skills, particularly in Microsoft Windows Word and Excel;
- Holds self-accountable for making decisions, managing resources efficiently, holds the team and partners accountable to deliver on their responsibilities.

#### **Behavioral competencies**

These are personal qualities that influence how successful people are in their job, the following are essential for this position:

- Planning and delivering results
- Working with people
- Communicating with impact and respect



- Analyzing
- Influencing
- Handling insecure environments

**Qualifications, Skills and Experience:**

- Holds Master /Bachelor's Degree or equivalent in international development, Humanitarian Affairs, Social sciences or related field.
- Have at least four (4) years' experience in the relevant field;
- Proven experience working with NGOs

**Application process:**

**Qualified female candidates are encouraged to apply for this role.**

To apply, please send your updated CV and letter of motivation as one single document to [rootofgenerationshr@gmail.com](mailto:rootofgenerationshr@gmail.com) and copy [root.generations@gmail.com](mailto:root.generations@gmail.com) or deliver to our office in **Juba, Hai Munuki Residential Area Block A, plot number 179**, or in **Budi County, Chukudum Kikilai Road, Loro Area**. Your attachment must be less than 1 megabyte in size; your CV must include your full name, email and phone number. In the email subject line, include the title and location of the position you are applying, as advertised at the top of this announcement. Only the short-listed candidates who meet the minimum qualifications will be contacted.

**Deadline for submission May 5, 2025 at 5:00PM**

