



## Vacancy Announcement

Job Title:	Area Coordinator
Location:	Ulang
Reports to:	Country Director
Posting Date	02 September 2021
Closing Date	22 September 2021



### General Description of GOAL & its Programme

Established in 1977, GOAL is an international humanitarian agency dedicated to alleviating the needs of the most vulnerable communities. Currently operating in 14 of the world's most vulnerable countries, GOAL delivers a wide range of humanitarian and development programmes, ranging from humanitarian relief in disaster situations, to focusing on nutrition, food security, and building greater resilience and sustainable livelihoods. GOAL has been working in South Sudan since 1985 with a focus on health, nutrition, WASH, food security and livelihoods. GOAL is continually adapting and responding to the context to support the communities where we work. GOAL is committed to work by and fulfil our core values of Humanitarianism, Respect, Integrity, Partnership and Courage

### Job Purpose

The primary purpose of the Area Coordinator (AC) is to provide leadership and direction to the GOAL field team. The AC will oversee the operational/support functions (Security, Human Resources, Logistics, Procurement, Finance and Compliance) as well as the direct programme activities (Health, Livelihoods & Food Security, Nutrition, WASH and Emergency Response) including high level coordination (including local authorities), programme planning and overseeing the day-to-day operations of field staff.

### Main Responsibilities

The AC is responsible, as the most senior field staff, for all GOAL programme activities in the project location. The AC should have a good top-level knowledge and understanding of activities in their area, in particular, they should be aware of the constraints faced by their team and proactively work with their teams to manage these constraints and trouble shoot problems. The AC is expected to adopt Conflict Sensitivity techniques and approaches to help inform programme design and implementation through all stages; assessment, design, implementation, monitoring and evaluation, across programme implementation and support system operations. The AC is responsible for ensuring that programmes receive maximum support from the Operational /Support functions. This will involve ensuring:

1. proper planning to ensure programme implementation is in accordance with the donor project documents (proposals, work plans, budgets etc.) and Goal's approach,
2. Good, timely, coordination between programme departments and support functions,
3. All parties understand the constraints faced by other departments,
4. Efficient performance of the operational/support functions,
5. Any conflicts between the different departments are resolved quickly and amicably.
6. All staff live the values of Goal (humanitarianism, respect, integrity, partnership, and courage)







## Security

The AC is the Security Focal Point for their programme site responsible for the safety of their team and always in a position to respond to a security incident. Overseeing Security in the programme site includes:

- Implementing GOAL's Security Guidelines and Procedures.
- Periodically review and update site specific security guidelines.
- Ensure all office and accommodation meet basic security standards, including fire prevention, lockdown, and evacuation procedures
- Ensure that all staff are familiar with GOAL's Security Guidelines and with the GOAL evacuation plan.
- Provide a security briefing to all staff/visitors arriving at the site for the first time.
- Monitor the security situation and provide regular information to the CD/Security Coordinator of any incidents, changes or adverse conditions affecting staff safety or project operations in the region.
- The AC should have regular dialogue with the Commissioners, NGO security focal points and field staff in the facilities concerning the current and expected security situation including threats and concerns.

## External Coordination

Relationships with open dialogue and mutual respect should be nurtured with all stakeholders. Meetings should include updates on the planned programme direction and understanding the concerns and promoting ownership of the programme by the various stakeholders.

- Liaise with partners at state and county level; attend all appropriate co-ordination meetings and
- share information regarding projects and security where relevant.
- Ensure good relations with SSRRC/ROSS and local authorities, including but not limited to Commissioners and Executive Directors, ensuring that GOAL remains impartial/neutral as per the humanitarian core standards.
- Liaise with relevant ministries at State & County level on the management of services.
- Accompany donor representatives and other official visitors, when requested by the GOAL Country Director, and provide information as required

## Programmes

- Weekly coordination meeting with the programming heads of department, combined with a robust schedule of site visits to ensure that the AC is familiar with the programme activities.
- The AC responsibility is limited in the fact that the technical staff will provide technical direction and support for programme activities. Technical responsibility for the programme activities will remain with the programme coordinators in the programme site (AHM, Field Engineer etc) and in Juba (Programmes Director, Health and Nutrition Coordinator etc.).
- The AC must be familiar with the donor contracts and proposals related to their programme site. They ought to be aware of the different activities and indicators contained in the proposals and on the progress made towards achieving those targets.





- The AC is responsible for ensuring the success of all visits. This involves receiving a ToR, and discussing the ToR upon arrival of the visitor, and facilitating contact with the relevant staff where necessary. The AC should meet the visitor at the end of the visit to discuss the findings of the visit and any recommendations.
- Monitor and audit payments made for trainings and for distributions.
- Contribute programme information and data for the development of proposals for the programme area

### **Logistics**

Provide guidance and leadership to the Field Operations Manager (FOM) and the logistics team in the field site to ensure all requirements are provided in a timely and cost-effective manner including:

- on a day-to-day basis managing the FOM.
- Ensure that GOAL's logistical procedures are always adhered to, reporting any breaches to the Logistics Coordinator / Systems Director.
- Ensuring that the logistics department provides the required support to programmes,
- Identify any training needs with the team and liaise with the Logistics Coordinator and Human Resources to develop an appropriate training plan,

### **Procurement**

Through the FOM provide guidance and leadership to the procurement team in the field site to ensure all requirements are provided in a timely and cost-effective manner including:

- Ensure that procurement follows GOAL policy and procedures and looks to always ensure Value for Money,
- Report any breaches of procurement policy to the Procurement Coordinator / Systems Director.
- Identify any training needs with the team and liaise with the Procurement Coordinator and Human Resources to develop an appropriate training plan,
- Ensuring that the procurement department provides the required support to programmes.
- Ensure timely and accurate procurement planning for provision of services, items for programme implementation

### **Human Resources**

- Provide oversight, leadership and direction to the HR function at the field site including strict implementation/compliance with GOAL South Sudan's HR Handbook.
- on a day-to-day basis managing all staff in the field location.
- ensure all new hires are properly authorized and a contract of employment is issued before they start work.
- ensure all new hires are adequately inducted,
- monitor and approve all R&R and annual leave. Ensure that an annual leave calendar is in place, and that most of the annual leave is taken during the rainy season.
- Review payroll.
- Ensure GOAL's HIV/AIDS and Covid-19 workplace policies, protocols and procedures are implemented.







- Ensure implementation of staff performance management systems,
- The AC supported by the AHM should monitor the health of all relocatable staff members; this should include mental (stress) and physical health. Any concerns or serious illness affecting relocatable staff must be reported to the CD and Health & Nutrition Co.
- The AC is responsible for ensuring that the day to day living and working conditions in their sites is of an acceptable standard or that plans are in place and being implemented to bring the location up to the required standard.

### **Finance**

Overseeing the Finance department in the programme site, including:

- working with the Finance/HR Officer to ensure that GOAL's Finance Guidelines are always adhered to, reporting any breaches to the Financial Controller and CD.
- Ensure strict budget discipline by obeying Goal and donor approved budget proportion.
- monthly review of spending and forecasting
- weekly cash counts.
- review of Cash book for reasonability of expenditure.
- review of financial paperwork to ensure all transactions are properly authorized and that all the required supporting documentation is on file.

### **Requirements (Person Specification)**

#### **Essential**

- A master's Degree or bachelor's degree in Business Administration, Social Science or similar,
- Minimum 5 years' experience in a similar role,
- Experience in security management in a volatile environment; must have strong analytical skills
- Experience in programme management
- Previous experience liaising with governmental / local authorities and other stakeholders
- Good interpersonal and motivational skills
- Flexible

#### **Equal Opportunities**

GOAL does not discriminate because of ethnic background, colour, age, disability, marital status, religion, or gender. All interested and qualified candidates are encouraged to apply.

#### **Safeguarding**

Children and vulnerable adults who meet GOAL because of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that GOAL shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.





### **Accountability within GOAL**

Alongside our safeguarding policy, GOAL is an equal opportunities employer and has a set of integrity policies. Any candidate offered a job with GOAL will be expected to adhere to the following key areas of accountability:

- Comply with GOAL's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a GOAL staff or partner.

### **General Terms and Conditions**

This Job Description only serves as a guide for the position available. GOAL reserves the right to change this document.

### **How to Apply**

Submit your application letter, CV, and copies of certificates in a sealed envelope with the position you are applying for indicated on the top left corner of the Envelope addressed to: -

**The Human Resource Department, GOAL South Sudan.** Not later than the application deadline indicated at the top of the document.

Alternatively, submit your applications to [goaljobs@ss.goal.ie](mailto:goaljobs@ss.goal.ie).

Do not submit original documents - GOAL will not be held liable for any lost documents. GOAL does not return applications and will retain documents in accordance with organisational policies.

Due to the urgency of the Position, CVs will be reviewed as they come in.

**Only shortlisted candidate who meet the above criteria shall be contacted.**

