



Nimra Talata Behind Queens Hospital next to Basket Ball

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www.carealliance-ssd.org.

SD-H-3

MDL

Approved

08/05/2024



Job Description: Volunteer Program Coordinator

Organization Background.

Care Alliance is a registered non-profit, non-governmental, multi-sectoral relief and development organization dedicated to fighting poverty and injustices to reduce human suffering. CARE ALLIANCE was established in 2019 to equip people with skills; provide relief and development assistance to poverty-stricken communities with a special focus on women, children, and youth initiatives, and help affected communities to improve the provision of basic and holistic sustainable development services focusing in resilience and reducing injustices, hunger and diseases.

Care Alliance is seeking a passionate and experienced South Sudanese **Volunteer Program Coordinator** to join our dedicated team. In this crucial role, you will play a key leadership part in shaping our Programming strategy, ensuring we have the right approach and systems in place to deliver impactful work for the communities we serve.

I. INDIVIDUAL PARTICULARS

IDENTIFICATION ROLLING ADVERTS.	
Job Title	Volunteer Program Coordinator
Positions	One (1)
Reports to	Program Director
Duty Station	Juba Head Office
Start Date	8 th to 27 th May 2024
Contract type	Temporal
Contract End Date	31 st December, 2024
Contract duration	6 Months
Level	Only South Sudanese Nationals



2. MAIN PURPOSE OF THE JOB

Care Alliance is seeking a dedicated and passionate individual to serve as a Program Coordinator Volunteer. The Volunteer Program Coordinator will provide essential support to the Programs Director in the planning, implementation, and monitoring of Care Alliance's community development programs. This role offers a valuable opportunity to contribute to meaningful projects aimed at empowering vulnerable communities in South Sudan.

3. DUTIES AND RESPONSIBILITIES

R1. Program Support

- ✓ Assist in the development and implementation of Care Alliance's strategic, programmatic, and operational plans.
- ✓ Support the coordination of program activities across departments and stakeholders.
- ✓ Assist in monitoring program implementation, ensuring compliance with organizational standards and donor agreements.
- ✓ Facilitate the development and review of program standards, policies, and procedures.

R2. Community Engagement

- ✓ Participate in community meetings and consultations to gather input and feedback on program activities.
- ✓ Build relationships with community leaders, beneficiaries, and local partners to ensure effective program implementation.

R3. Resource Mobilization

- ✓ Support fundraising and resource mobilization efforts, including proposal development and donor engagement.
- ✓ Ensure efficient allocation of resources to program activities and accurate data collection for proposal development.

R4. Advocacy and Policy Influencing

- ✓ Assist in the development of advocacy frameworks and messages to promote the rights and interests of vulnerable communities.
- ✓ Engage with government officials and other stakeholders to advocate for policy changes and program priorities.



R5. Monitoring and Evaluation

- ✓ Support the implementation of monitoring and evaluation systems, including data collection and analysis.
- ✓ Contribute to program reporting and dissemination of findings to stakeholders.



R6. Capacity Building

- ✓ Participate in capacity-building activities for staff and partners, including training sessions and workshops.
- ✓ Provide technical support to improve skills and competencies in program management and compliance issues.

R7. Relationship Management

- ✓ Develop and maintain productive relationships with stakeholders, partners, and donors.
- ✓ Represent Care Alliance in meetings and events to promote program goals and objectives.

R8. Administrative Support

- ✓ Maintain accurate records of program activities, expenditures, and outcomes.
- ✓ Assist with the preparation of program reports and documentation.
- ✓ Support the development and dissemination of program materials and communications.

4. JOB SPECIFICATION AND OTHER INFORMATION RELATED TO THE JOB

- Education: Bachelor's degree in a relevant field (or equivalent experience). Development studies, social sciences
- Skills: Strong communication, organizational, and interpersonal skills. Proficiency in Microsoft Office suite.
- Experience: Previous experience in community development, project management, or volunteering is desirable.

5. CONTACTS ARISING FROM THE JOB

- Within the Organization: Programs Director, Program Staff
- Outside the Organization: Community Leaders, Local Partners, Donors

6. SPECIAL WORKING CONDITIONS



7. PERFORMANCE MEASURES AND INDICATORS

- Development of program plans and budgets
- Timely submission of reports and proposals
- Successful engagement with stakeholders and partners.



Time Commitment: This is a volunteer position with a flexible time commitment. The Program Coordinator Volunteer is expected to dedicate approximately 10-15 hours per week to their role, with the possibility of additional hours during peak periods or special projects.

Benefits:

- Gain valuable experience in community development, project management, and humanitarian work.
- Make a meaningful contribution to empowering vulnerable communities and creating positive social change.
- Opportunity to work alongside experienced professionals and build a network of contacts in the humanitarian sector.
- Receive training, mentorship, and support to enhance skills and personal development.

If you are passionate about making a difference and want to be part of a dynamic team committed to empowering communities, we encourage you to apply for the Program Coordinator Volunteer position with Care Alliance. Together, we can create a brighter future for all.

Send your Application Letter and CV to or bring hard copies to

Application:	<ul style="list-style-type: none">▪ How to apply: Applications sent to carealliance212@gmail.com; Juba-South Sudan Head Office in Nimra Talata Behind Queens Hospital next to Basket Ball. Contact us at 0924988022/ 0919 061 453.▪ What is required: updated CV, Motivation letter, Certificates, Copy of National ID or Passport also is a must.▪ Deadline: May 27th, 2024 at 5:00PM▪ NB: Female candidates are strongly encouraged to apply
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This role offers an exciting opportunity to gain hands-on experience in program management and make a meaningful impact within our organization and the communities we serve.

Attention!!!

Care Alliance has a **ZERO TOLERANCE** approach to any abuse, sexual harassment of, or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. Care Alliance expects all staff to share this commitment through our **Safeguarding Policy** and our **Code of Conduct**. They are responsible for ensuring they understand and work within the remit of these policies throughout their time at Care Alliance.

Care Alliance is an **Equal Opportunity Employer**, promoting gender, equity, and diversity, and women candidates are strongly encouraged to apply.

