

JOB #: PGS-FAC-001-12/29

JOB OPPORTUNITY

Job Title: Field Area Coordinator (1 Position)

Department: Programs

Reports To: Program Manager II-Team Leader

Country/Location: Mingkaman, Awerial County, Lakes State

Job Summary:

You will manage and represent Catholic Relief Services' (CRS) activities operating in Lake State to ensure implementation of high-quality programs serving the poor and vulnerable. You will oversee offices in Mingkaman and Yirol towns and ensure the coordination of day-to-day activities, liaising with local authorities, managing safety and security of staff and assets, and monitoring at the project sites and the delivery of high-quality programming in coordination with the CRS main office in Juba.

Job Responsibilities:

- Manage planning and implementation of all key activities at the sub-office level ensuring alignment with Country Program (CP) and agency strategic programming and operations excellence priorities and standards.
- Serve as the liaison between CRS and local authorities, donors, partners, and other stakeholders in Awerial and Yirol East and West Counties and Lake State.
- Approve expenses, monitor spending, and make budget adjustments in line with operational and programmatic needs and donor requirements.
- Serve as the security focal point. Proactively manage security and mitigate security risks. Ensure a safe work and living environment through leading implementation of safety and security protocols and staff care and well-being best practices.
- Effectively manage talent and supervise. Manage team dynamics and staff well-being. Provide coaching, strategically tailor individual development plans, and complete performance management for direct reports. Monitor and assess performance of direct reports to ensure adequate capacity. Contribute to staffing plans and recruitment process of staff.
- Promote and maintain a safe working environment, ensuring the CRS safeguarding principles and Code of Conduct and Ethics are upheld. Advocate for an inclusive work environment and be an active champion for gender equality.
- As the primary representative of CRS in Lake State, strengthen existing and develop new relationships with local partners, donors, government and community organizations.
- Proactively and effectively manage resources and promote stewardship, ensuring program and operations teams and partner staff have and optimize the appropriate human, financial, and material resources and tools.
- Ensure high-quality project implementation, management, and compliance with programmatic standards, policies and procedures through project review systems and quality control.

- Produce and submit high quality monthly project reports and promote documentation of program reviews, success stories, and lessons learned
- Monitor day-to-day operations to ensure all operational services (HR, Finance, Supply Chain, Admin, ICT, fleet and security) are delivered with high quality in an efficient manner and adhere to policies. Manage risk and address challenges that affect the proper stewardship, optimal utilization and maintenance of program assets and resources (financial, human, and material).
- Create and maintain the proper conditions for learning. Establish a safe environment for the sharing of ideas, solutions, and difficulties and the capacity to detect, analyze and respond quickly to small deficiencies. Identify capacity strengthening needs for staff and partners and coordinate with CRS South Sudan program and operations teams to address capacity strengthening.

Typical Background, Experience & Requirements:

Education and Experience

- Master's Degree in Business Administration, International Relations, or relevant field required. Additional experience may substitute for some education.
- Minimum of 5 years work experience in a non-profit, development, and/or humanitarian organization with progressive responsibilities and some project management experience. Experience with an international organization a plus.
- Experience working with projects funded by multiple public donors, including USAID and WFP.
- Experience in stakeholder management and establishing and strengthening community partnerships.
- Staff management experience and abilities that are conducive to a learning environment.
- Knowledge of procurement and general office administrative/management issues.
- Proficient in MS Office package (Excel, Word, PowerPoint, Visio), Web Conferencing Applications, and information management systems.

Personal Skills

- Excellent strategic, analytical, systems thinking, and problem-solving skills, with capacity to see the big picture and ability to make sound judgment and decisions.
- Strong relationship management abilities. Ability to relate to people at all levels internally and externally. Strategic in how you approach each relationship.
- Team leadership abilities.
- Proactive, resourceful, solutions-oriented and results-oriented.
- Able to live in an environment where everyday comforts may not be readily available.

Travel Required: 100% of time in remote and insecure field locations.

Key Working Relationships:

Supervisory: Security Guards, Office Maintenance, Cook, Drivers and Operations staff.

Internal: Program Managers, Senior Project Officers and MEAL Officers.

External: Relief and Rehabilitation Commission, local stakeholders, clusters, Caritas Internationalis member organizations, peer agencies, donors, partners and other relevant stakeholders

Agency-wide Competencies (for all CRS Staff):

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Trusting Relationships
- Professional Growth
- Partnership
- Accountability

Gender Competency (for all CRS Staff):

- Recognizes the importance of having a gender diverse team and promotes a safe and inclusive environment for all staff.

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

Application Submission:

PLEASE MARK YOUR APPLICATION/EMAIL SUBJECT WITH THE JOB #: PGS-FAC-001-12/29

Interested Candidates should submit a **non-refundable** application letter and CV together with the names of three professional referees not later than **January 19th, 2021**. Application should be submitted to CRS' office **Mingkaman/Juba** or by email to: southsudanvacancies@crs.org

Only short-listed candidates will be contacted.

Equal Opportunity Employer

- ❖ *By accepting this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.*
- ❖ *Female candidates are **HIGHLY** encouraged to apply.*