



NORWEGIAN CHURCH AID
actalliance

NCA SOUTH SUDAN PROGRAM

VACANCY ANNOUNCEMENT

SD. H-3
Approved by Services Inspector
MOL/BSS/KT
08/03/2023



Position **Act Alliance Forum Coordinator**
Reporting to: **Country Director**
Duty Station: **Juba**

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Profile

ACT South Sudan Forum (ASSF) is a shared platform comprising 12 ACT voting members and 2 Guests who are engaged with operations in the country. The Forum was established in January 2010 as part of Global ACT Alliance meant to effectively encourage members work together to explore opportunities for collaboration in humanitarian, development and advocacy work.

Our forum is one of the biggest, vibrant, cohesive and dynamic forums in the East African region actively engaged in humanitarian response, development, advocacy, capacity development, ecumenical relations, partnership with national organizations, visibility and communication.

The Position

The ACT Coordinator position is jointly established and funded by ACT Alliance member organizations. Norwegian Church Aid (NCA) is the host agency and contractual employer, The position has responsibility for the coordination of the emergency appeals that are issued by the forum. The responsibility for direct implementation of the appeal rests with participating ACT Alliance requesting members and their implementing partners. This position therefore coordinates the implementation, monitoring and evaluation of the appeal through the requesting members through the ACT Alliance Forum. In addition, the coordinator will undertake secretarial functions for the ACT South Sudan Forum and represent the Forum at various coordination meetings as directed by the Forum. Finally, it is also the responsibility of the ACT Coordinator to offer capacity building and support to the ACT Forum members with a strong focus towards the national ACT member agencies.

Overall Objective

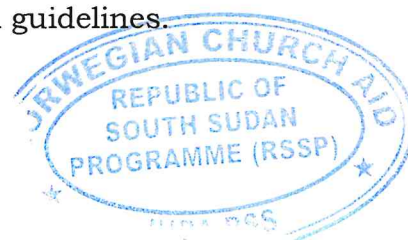
To provide support to the ACT South Sudan Forum in the implementation of the emergency preparedness, response and recovery/reintegration appeals through coordination, communication and capacity building among ACT Alliance members in South Sudan.

Reporting

This position will report to the ACT South Sudan Forum Chairperson. S/he will liaise with Programme Managers in member agencies designated for the implementation of the ACT Appeal and also with the ACT Secretariat in Geneva, and the ACT Regional office in Nairobi.

The coordinator will comply with ACT Alliance policies and guidelines.

Specific Objectives



1. To increase coordination, information sharing and communication among and between members of the ACT Alliance in South Sudan through interagency meetings (including the ACT South Sudan Forum).
2. Overall management and coordination of the ACT Appeals, and other funding opportunities in coordination with the Steering Committee.
3. To coordinate the capacity building activities of ACT members and partners' staff in South Sudan with a special focus on capacity development of the national ACT partners.
4. To oversee appropriate monitoring and reporting systems and to ensure that high quality reports and proposals are submitted to the ACT Secretariat (and others) through the ASSF as per the ACT guidelines
5. To facilitate security preparedness of Sudan ACT members and the development of security plans for their country offices and field sites.

The following output/activities are to be accomplished during the contractual period:

Objective 1: To increase coordination, information sharing and communication among and between members of the ACT Alliance in South Sudan through interagency meetings (includes the ACT South Sudan Forum). (20%)

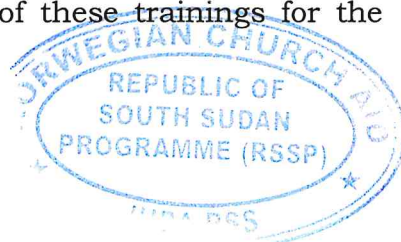
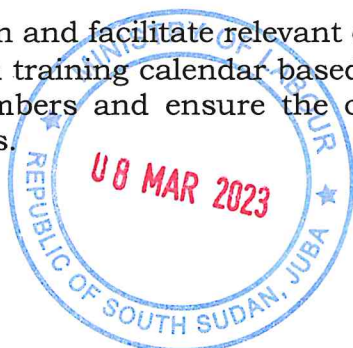
- Represent ACT members in interagency coordination meetings such as with the CARITAS Network, UN forums, the NGO Forum and other relevant actors.
- Increase coordination of ACT members in the field through information sharing on gaps and needs.
- Provide detailed briefings at Appeal and ACT South Sudan Forum meetings and submit written reports.
- Undertake the secretarial functions of the ACT South Sudan Forum, including preparation, minute taking and follow up of action points.

Objective 2: Overall management and coordination of the ACT Appeals and any arising responses in coordination with the Steering Committee. (30%)

- Oversee formation of ACT Alliance Partners State Task Force(s) and provide ongoing monitoring support to them.
- Support partners as they implement activities by providing technical monitoring and support to field teams.
- Manage and oversee the budgets ensuring that partners are spending within planned budgets.
- Establish a mechanism for sharing Appeal updates/reports and related information with ACT Secretariat (Geneva), requesting members and state IPs.
- Submit reports to the ACT Secretariat as per the appeal guidelines

Objective 3: To coordinate the capacity building activities of ACT members and partners' staff in South Sudan with a special focus on capacity developing the national ACT partners (35%)

- Accompany and facilitate capacity building of South Sudan Council of Churches with a special focus on emergency capacity
- Collect information of capacity building, training gaps and needs of members and partners.
- To recommend, design and facilitate relevant capacity building activities.
- To develop a common training calendar based on all the trainings and workshops to be facilitated by members and ensure the coordination of these trainings for the benefit of all members.



Objective 4: To oversee appropriate monitoring and reporting systems and to ensure that high quality reports and proposals are submitted to the ACT Secretariat (and others) as per the ACT guidelines (10%)

- Support state task forces as they monitor the situation in the states
- Develop and refine reporting mechanisms for the appeal
- Develop briefing updates such as situational updates and early warning systems
- Facilitate and support ACT members in carrying out joint/sector specific assessments
- Facilitate and support ACT members in preparation of joint or state/sector specific appeals.

Objective 5: To increase security information sharing (5%)

- Attend and share information from relevant UN and NGO Forum cluster meetings and security briefings at Juba level (and from other security briefings) with ACT members and with the ACT Security Advisory Group (SAG).
- Provide regular updates to the ACT South Sudan Forum on relevant security issues.

Qualifications and attributes

You should have a relevant university degree and are an outgoing, results-oriented, and proactive person with at least 5 years relevant work experience, work in complex humanitarian situations in South Sudan and programme management. Have extensive knowledge of working with grant management and have worked within the ACT Appeal system. Flexible and able to adapt to a multi-cultural environment, fluent in written and spoken English.

The closing date for receipt of applications is **31st March 2023**

Interested candidates should submit the following documents along with their application:

- A cover letter with full contact details, explaining why they feel they are suitable for the position
- A current CV
- Copies of their academic qualification certificates
- Valid passport
- Three references, which should include their current or most recent Supervisor

NCA is an equal opportunity employer and qualified female candidates and people with disability are encouraged to apply.

Applications should be submitted by email to:

vacancies.ncass@nca.no with a copy to azima.arkanjelo@nca.no

Hard copies can be delivered to NCA Office in Juba, Buluk near UNDP Office.

Only short-listed candidates will be contacted. This position is open to South Sudanese citizens only.

