



ZOA Dorcas (ZD) South Sudan is a faith-based organization that was established in May 2022 as a result of the merger between ZOA and Dorcas in South Sudan. Both organizations were individually present in South Sudan for a long period (ZOA since 1998; Dorcas since 2008). Our complementary expertise and geographical coverage enable us to achieve more impact in reaching those most affected by crises. ZOA Dorcas supports communities affected by conflict and natural disasters in hard-to-reach areas in South Sudan. The organization has extensive experience and expertise in the following sectors and themes: Food Security and Livelihoods (FSL), WASH, Peacebuilding & Reconciliation (including socio-therapy) as well as TVET & Inclusive entrepreneurship. Localization (building institutional capacity of local partners), Cash & Voucher Assistance, Disability Inclusion and Women Empowerment are crosscutting themes (. ZOA Dorcas South Sudan is active in Western Bahr El Ghazal, Warrap, Northern Bahr El Ghazal and Jonglei State as well as Greater Pibor Administrative Area. ZOA Dorcas is looking for an English and Arabic-speaking South Sudanese, for the position of:

**Project Coordinator -Internal & External
Stationed in Pibor**

Start Date: As soon as position

**Duration: One year, with possibility of extension depending on performance
and funding**

JOB PURPOSE

- **Under the direct supervision of the Program Manager, the SSJR Project Coordinator will provide strategic leadership, coordination and management support in planning, budgeting and implementation of the project activities, accountability and reporting in the six result areas of the project in Greater Pibor Administrative areas.**

Key Result Areas

Results 1 – Project implementation

Activities:

- Leads project implementation according to the approved log frame and budget.
- Periodically assesses whether the approach and project inputs are leading to the desired output and outcomes and suggests the necessary changes of approach when and where needed.
- Informs the Program Manager of any proposed changes and approaches donor requesting change of activities and the related financial consequences to obtain necessary approvals.
- Maintains communication as required, to discuss the outcome of any identified opportunities and/or barriers to the successful completion of the project.
- Plans together with the other implementing partners on field activities that need to be implemented in the field.
- Supports the implementing team to develop bi-monthly work plans and reviews the work plans to ensure they contribute to the overall Programme implementation plan.
- Follow up closely with the MEAL officer to ensure activities are being implemented against desired outputs and outcome.

Result 2 – Donor Relations

Activities:

- Writes full project proposals including developing the logical framework and activity sheet together with the action plan including results and KPIs.
- Develops the projects and works with financial team to develop the budget.
- Assists the Programme Manager in writing the proposal according to the guidelines of the institutional donors.

- Runs baseline surveys and prepares monitoring tools.
- Attends to donors requests/questions and inquiries and escort donors to project sites.
- Through the Programme Manager keeps in touch and maintains relationship with the SSJR lead person.

Result 3 – Project Management

Activities:

- Manages the efforts of all key cross-functional departments to perform all project-related activities according to project achievements /accomplishments /updates in a manner ethical business practices, the organization's rules and regulations.
- Assists the Programme Manager to recruit the needed staff; identifies their job description and roles and assess their performance along the project lifespan.
- Reviews action plans with implementing team periodically, and discusses challenges, and decides on best practices.
- Monitors the action plans at least once a month by meeting the team, visiting the project sites.
- Leads discussions with formal and informal community structures to maintain productive relations with communities participating in the project.
- Follows up on the effectiveness of activities and make sure they lead to the desired objectives.
- Maintains all project data and leads in developing a project MEAL structure.
- Reviews monthly financial reports and monitoring sheets prepared by the project financial officer to make sure expenses are within the approved budget and planned time frame.

Result 4 – Evaluating and reporting

Activities:

- Adheres to internal weekly planning and reporting requirements.
- Writes internal and external reports (in collaboration with the MEAL Officer) according to the donor requirements.
- Gives input to discussions and questions from donor/ Program Coordinators at Headquarter regarding the progress reports.
- Facilitates periodic and/or end of project evaluations to asses project outcomes, define findings, lessons learnt and best practices.
- Designs monitoring tools in collaboration with the MEAL department.
- Assists the financial department in submitting project related financial reports.
- Updates Field office staff members about the project highlights.

Result 5 – Participate in different tasks and taskforces

Activities:

- Attend and participates in relevant humanitarian cluster meetings in the State of implementation and join relevant working groups that are of significance to the project particularly the Humanitarian Coordination Forum (HCF), Food Security and Livelihoods (FSL), and Water Sanitation and Hygiene (WASH) Cluster meetings.
- Join special taskforces within and outside SSJR to contribute to innovative and better quality outputs.
- Is available to help out with other assignments should there be a need to.

Result 6 - External Representation

Activities:



- Build positive local working relationships with partners and beyond, local communities, county government officials, local churches, UN to Promote strong networking with wide range of hum development actors (Both local and international)
 - Attend all Partners meetings on regular basis; including cluster and Coordination meetings.

Note: The duties and responsibilities listed are representative of the nature and level of work assigned and are not necessarily all inclusive

Required Qualification & Experience

Essential:

- Master's degree or Bachelor's degree in Development studies/Rural Development, Agriculture, Food Security & Livelihoods specialization and related qualification.
- At least 3 years' experience working in WASH, FSL, and Agriculture Coordination for candidate with master's degree, and 5 years' experience for the candidate with bachelor's degree in above fields is preferred.
- Experience with project management cycle, budgets, and donor requirement.
- Experience working with government, UN bodies, INGOs and Local NGOs.
- Fully proficient in MS-Office: Word, Excel, PowerPoint, outlook and skype.
- Ability to manage people and leading multidisciplinary teams to make the job performance much more effective across the project.
- Excellent problem-solving skills with ability to think quickly and adeptly on how to address problems as they come up and overcome them.
- Ability to dictate responsibilities, to offer constructive feedback, and to support and encourage others.
- Advance interpersonal skills in dealing with clients, supervisors, staff and peers.

Desirable:

- Fluency in English is compulsory; Arabic is recommended.
- Ability to work in high tension and high security risk situations and be able to adapt to rapidly changing contexts.
- Ability to maintain performance expectations in diverse cultural contexts, psychologically stressful environments, and physical hardship conditions with limited resources.
- Ability to respect and relate appropriately to people of other faiths.
- Experience of the South Sudan Joint Response Program.

What we offer

- Working environment with scope for professional and personal development;
- Being part of a professional, dedicated, motivated, and intercultural team;
- ZOA Dorcas offers a gender sensitive working environment;
- A competitive salary that takes into account the qualification and experience of the candidate.

How to apply

If you believe that your qualifications meet the requirement of the position above, kindly submit your application (including CV, academic credentials, copy of your Nationality ID, and contact details of 3 referees) by email to recruitment.southsudan.wau@zoadorcas.ngo or hard copies of your application to ZOA- Dorcas office in Juba, located at Nyakuron West, plot no. 85, Block G Two, Yei Road. Please indicate clearly the position you are applying for and duty station in the subject of your email and all application documents.



Closing date: 12th April 2024 at 5:00 PM
Only shortlisted candidates will be contacted.

Note:

This position is for South Sudanese Nationals ONLY.

ZOA Dorcas is an Equal Opportunity Employer. Human dignity is central to our work, and we look for candidates that adhere to our core values: We are People Centered, Faithful and Serve with Integrity. ZOA Dorcas is committed to the protection of children and adults from (sexual) exploitation and abuse and has Zero Tolerance in case of breach of our code of conduct. ZOA Dorcas staff are expected to uphold these values and share our commitment. ZOA Dorcas will perform due diligence checks for this vacancy.

*All staff is required to sign and adhere to the ZOA-Dorcas Code of Conduct including Child Safeguarding (Following guidelines of PSEA-Project against Sexual Exploitation and Abuse).
Recruitment is subject to successful completion of all applicable background checks, including references and criminal record checks.*

