



**Vacancy notice**

**Advertisement opens 15<sup>th</sup> April 2025**

**Introduction**

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise, and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programs in the area of Emergency Response, DRR, Health, Food Security, Security & Justice, Women Leadership and Investments.

Presently, Cordaid is expanding its program in different parts of the country. For that purpose, additional capacity is required. Therefore, Cordaid South Sudan would like to recruit for the position of **Project Coordinator as detailed below.**

**Position: Project Coordinator**

**Based Location: Ruweng Administrative area (Pariang)**

**Number of positions: One (1)**

**Reporting Lines:**

The Project Coordinator shall report directly to Area Coordinator.

**Purpose of the position**

The project coordinator will be responsible for the overall management of the organisation activities in Lot 17B (Comprising of Abiemnom and Pariang Counties). S/he will be responsible for managing health, security, logistics and procurement activities as well as planning, implementation and monitoring activities with various stake holders.



## Key accountabilities and Responsibilities

- Oversee the overall implementation of the Health System Transformation project in consultation with Area coordinator and in accordance with the project document, ensuring objectives are met within the required time frame and budget.
- Ensure that regular monitoring and evaluation against project objectives is conducted and reports provided to the Area coordinator and donor.
- Work with key project staff in the day-to-day planning and management of the hospital and lower facility activities.
- Maintain high, cordial and professional working relationship with County health department, State Ministry of Health and other actors in the State.
- Support other projects related to health in Ruweng Administrative area including the TB/HIV project and coordinate with the other projects.
- Ensure that all technical reports due to the donor are submitted as required and on time.
- Advise and support the Pariang hospital director in the management of hospital activities and ensure synergy of action.
- Provide administrative support to the hospital management and CHD team and ensure timely implementation of activities.
- Ensure tracking of output of the project by providing monthly progress reports from Pariang and Abiemnom counties and share with the Area coordinator.
- Work with the Area Coordinator to identify staffing gaps, develop terms of reference and support CHD to recruit staff for the facilities and lobby for additional staff with Ministry of Health.
- Plan and conduct quarterly review meetings of the HSTP with the participation of the County health department, medical director and State Ministry of Health.
- Attend relevant coordination meetings at the County level and give feedback to Cordaid Bentiu and UNICEF as may be necessary.
- Promote project visibility (this will include MOH, UNICEF, World Bank and Cordaid) in project-based events.
- Ensure donor compliance at every stage in the implementation of the project. This includes compliance in the areas of financial expenditures, procurements, use of equipment etc.
- Work with the team on ground to prepare and submit quarterly reports to the Area coordinator and program manager.
- Support the clinical teams to improve the quality of service at the hospital by ensuring that regular CMEs and clinical audits are undertaken and documented.
- Liaise with all thematic managers at Juba level to support in the integration of Cordaid activities at State level.
- Manage all security, logistics, and procurement issues of the project in liaison with Juba office.
- Represent Cordaid at State and County level events/functions.
- Attend to other duties as instructed and directed by the line Manager.

### Financial management

- Track, approve and review field purchase requests and ensure monthly cash forecast and financial reporting is undertaken by the field to Juba in a timely and accurate manner.
- Monitor the spending of the designated project.
- Plan and construct the budgets for the designated project, in collaboration with the Area coordinator and Project controller in accordance with donor guidelines.

### Qualifications and skills

1. Bachelor's degree in medicine or any other related field, and preferably with a master's in public health.
2. At least 5 years' experience in project management and grant management.
3. Ability to develop implementation plans for project activities.





4. A good understanding and experience of working with State Officials, State Ministry officials, Donars, UN agencies in South Sudan.
5. Excellent report writing and reporting skills and people skills.
6. Ability to work under pressure to deliver and in a resource limited area.
7. Must have good networking skills.
8. Excellent project management skills and experience in working with local authorities.

**Further information and how to apply.**

Interested and qualifying applicants can submit their application letter including CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 4 professional references, including most recent/current employer/supervisor to the following email [hr.southsudan@cordaid.org](mailto:hr.southsudan@cordaid.org)

Mention the vacancy reference number position in the subject line on the envelopes.  
**CSS001/04/2025 Project Coordinator**

**or**

Applications can also be hand dropped at Cordaid Juba office and Cordaid Juba field office to the attention of the **Human Resource and Administration Manager – Cordaid Juba South Sudan Country Office.**

Deadline for submission is by the **8<sup>th</sup> May 2025**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply.

Only shortlisted candidates will be contacted.

An integrity check will be part of the recruitment procedure. All applications submitted cannot be returned.

**Note that:**

Cordaid recognises the right of each individual in particular children and adults at risk with the aim to protect, empower and prevent any abuse and exploitation action against them by implementing the policy on Prevention of Sexual Abuse and Exploitation (PSEA) of the children adults, regardless of gender, race, religion, culture and ability or disability.

**(South Sudanese Nationals Only)**

