



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 Aweil**

Start Date: As soon as position

Duration: Six months, with possibility of extension depending on performance and funding

JOB PURPOSE

In this role, the Project Coordinator will be responsible for the effective implementation, coordination, monitoring, and reporting of the LIFE-ARC project in Aweil East, Northern Bahr el Ghazal (NBEG) State. The LIFE-ARC project focuses on delivering life-saving food assistance to flood-affected, returnees, IDPs and food-insecure communities. The role also involves coordinating with local stakeholders, government agencies, and humanitarian actors to enhance the project's impact and sustainability.

Key Result Areas

Project Implementation and Coordination:

- Oversee and coordinate the day-to-day implementation of all LIFE-ARC project activities which mainly focuses on life-saving food assistance.
- Develop and update detailed project work plans and ensure activities are implemented according to timelines and objectives.
- Supervise project staff, including field officers, community mobilizers, and ensure effective task delegation and team coordination.

2. Monitoring, Evaluation, Accountability, and Learning (MEAL):

- Work closely with the MEAL team to ensure continuous monitoring and evaluation of project activities.
- Track project progress, outputs, and outcomes using agreed indicators and methodologies.
- Facilitate data collection, including beneficiary feedback, to assess project impact and document lessons learned.
- Ensure that accountability mechanisms, including feedback and complaint systems, are established and functional.



3. Stakeholder Engagement and Coordination:

- Liaise and coordinate with local authorities, community leaders, humanitarian agencies, and other stakeholders in the project area.
- Participate in relevant cluster meetings and represent ZOA Dorcas in coordination forums at the state level.
- Strengthen relationships with local partners to enhance project sustainability and localization efforts.

4. Financial and Resource Management:

- Work closely with the finance team to track project expenditures and ensure that spending is aligned with the approved budget.
- Prepare and submit activity reports as per reporting schedules.

5. Reporting and Documentation:

- Prepare high-quality project reports, including weekly, monthly, and quarterly reports, and submit them to the Projects Manager and relevant stakeholders.
- Document success stories, best practices, and lessons learned to inform future programming and advocacy.
- Maintain accurate records of project activities, beneficiary lists, and other key documentation.

PREFERRED SKILLS/QUALIFICATIONS:-

- Bachelor's degree in Development Studies, Humanitarian Affairs, Social Sciences, or a related field. A Master's degree is an added advantage.
- At least 3 - 5 years of experience in coordinating and implementing humanitarian projects, preferably in food assistance, or emergency response.
- Previous experience in project management, including cash-based interventions.
- Experience working in a related field.

Technical Skills and Knowledge:

- Strong understanding of humanitarian principles, cash-based programming.
- Knowledge of MEAL practices, including data collection, monitoring tools, and accountability mechanisms.
- Excellent financial management skills, including budget tracking and resource allocation.

Soft Skills:

- Strong coordination, organizational, and leadership skills.
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse stakeholders.
- Problem-solving and decision-making skills, with the ability to work under pressure and meet deadlines.
- Flexibility and adaptability to challenging and dynamic field environments.



Languages:

- Fluency in English (written and spoken) is required.
- Knowledge of local languages in NBEG is highly desirable.

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 Hamza Inn, plot no 04, Blockv G VI, 2nd Class, May street, Jebel Nyoka, Juba Town, South Sudan. Please indicate clearly the position you are applying for and duty station in the subject of your email and all application documents.

Closing date: 2nd May 2025 at 5:00 PM, CVs will be sorted on rolling basis.

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.