

NEAR EAST FOUNDATION  
SOUTH SUDAN



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Approved by  
Inspector of  
Labour  
28/04/2023  
[Signature]



## Job Announcement

The Near East Foundation (NEF) is a non-profit international development organization that has supported livelihoods recovery and community-based economic development in the Middle East, Africa, and Caucasus since 1915. NEF draws on local teams, experience, and partnerships in these regions to create community-led solutions to reduce poverty, create economic opportunity, and empower conflict and crisis-affected groups to improve their future outlook and wellbeing. Our programs are organized around three pillars: Inclusive Economic Development, Climate-resilient Development, and Stabilization and Peacebuilding.

**Position:** Area Coordinator  
**Reports to:** Program Director – South Sudan  
**Location:** Abyei South Sudan  
**Travel:** Frequent travel between project sites.  
**Status:** Full-time Employee

### Position Description:

The Area Coordinator is a key member of the Near East Foundation team in South Sudan. The Area Coordinator oversees all programmatic and operational-related tasks in the field office. This includes the permits and approvals, identification of local partners and ongoing support and oversight of program design and implementation. The Area Coordinator will work very closely with the Livelihoods and capacity-building specialists to provide ongoing technical support to partner and community associations in implementing their loans in a transparent and effective process. He/she will also co-deliver capacity building of community associations to design, roll out, operate, monitor, and adapt market-informed, accessible, and inclusive lending and livelihood services. The Area Coordinator will support community-based Master Trainers and Field Coaches to lead on the delivery of livelihood services.

The project delivers holistic and innovative business and employment services, complementary community development initiatives, and investments in essential services through 19 partner community associations, cooperatives, and non-government organizations in addition to academic and private sector partners. The project strengthens those partnerships through targeted capacity building aimed at partner organizations and associated Master Trainers. The project leverages NEF's pioneering Siraj livelihoods hubs and services operating in four countries. The project is implemented in Unity, Northern Bahr El-Ghazal, Warrap, and Abyei, and is part of a global multi-country initiative.





The Area Coordinator will work in close cooperation with technical staff, the Program Director, implementing partners, stakeholders, and donors operating in the country.

**Program Support:**

- Facilitate the Identification of viable local partners or community associations for project implementation.
- Coordinate and organize capacity-building activities in liaison with the capacity-building and livelihoods officers.
- Oversee any grant disbursements in close coordination with the Livelihood Specialist
- Provide programmatic guidance and oversight to partner NGOs and community associations.
- Work closely with field partners to implement program activities.
- Provide timely and accurate programmatic reports.

**Administrative Support:**

- Establish and maintain positive working relationships with local authorities.
- Follow up on all necessary permits at the field level.
- Support technical staff in organizing all training and workshops.
- Ensure all NEF assets are safeguarded and maintained appropriately through regular service and proper storage or safekeeping.
- Provide overall support to field staff to conduct program activities.
- Assist with procurement requests.
- Ensure that the office is operational.
- Oversee all transportation requests.

**Key Qualifications:**

- University degree in a related field.
- Minimum of 3 years of experience working with NGOs, other international agencies or multinational business preferably in Abyei;
- Proven ability to prioritize tasks and meet deadlines;
- Geographical and administrative knowledge;
- Excellent communication skills;
- Strong information technology skills;
- Fluent in written and spoken English and Arabic. Knowledge of Dinka Rek will be an added advantage
- Basic knowledge of livelihood-related interventions a plus.
- Experience in organizing and facilitating workshops







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**To apply:**

The closing date for submitting applications is **Friday, May 19, 2023**.

This position will be hired on a rolling basis. Interested candidates are encouraged to apply as soon as possible.

Please visit our website <https://www.near-east.org/careers/> to submit your application online.

We are located at Acacia Village, Gudele2, Juba, South Sudan

Please apply by submitting the following documents in the English language:

1. Cover letter outlining relevant experience and availability
2. Curriculum Vitae
3. List of three references

Applicants are strongly encouraged to familiarize themselves with the Near East Foundation by visiting the NEF website at [www.near-east.org](http://www.near-east.org).

The Near East Foundation promotes Equal Opportunities for all applicants seeking employment.

Please note only shortlisted candidates will be contacted.

**Pre-employment Checks**

Any Employment with the Near East Foundation will be subject to the following checks prior to start date:

- A satisfactory Restricted Party Screening.
- Receipt of satisfactory references.
- Proof of eligibility to work in the national location for this role.

