

## JOB DESCRIPTION



**Job Title:** AREA COORDINATOR  
**Min Qualifications:** Master's degree in Education, Emergency Management, Health and WASH, Food Security & Livelihood, Social Sciences or any technical studies related to the job.  
**Job Location:** Kapoeta Field Office  
**Direct Supervisor:** Programs & Planning Director

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**Introduction:** The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church which works with people in poverty and distress to create just and positive change. ADRA has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan's thematic areas are health, education, food security and livelihood and emergency response.

**ADRA Purpose Statement:** To serve humanity so all may live as God intended

**ADRA's Motto:** Justice Compassion Love

**ADRA's Values:** Courageous Compassion Connected

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**Job summary:** Program planning, design, management and implementation; Information and coordination; Monitoring, Evaluations, Accountability and Learning; Reporting, Staff management and capacity building for all projects within a defined field site.

### Responsibilities

1. Guide ADRA's overall programme strategy at the field level, overseeing the implementation of all projects and connecting the programme with the donor and partner with the community at the field level.
2. Open up avenues for innovation and expansion in the region by challenging members of the Regional Management Team (RMT) to go beyond their functional perspectives and facilitate the development of initiatives and represent
3. Ensure that the country strategic plan and global framework is applied in the region and capture the best practices and lessons learned to ensure that the strategic plan and global framework are living documents drawing from the experiences of the region.
4. Guide monthly needs assessment using necessary tools available internally and within cluster/sector mechanism; In collaboration with all the Project Managers, MEAL department at the Head office and Head of Programs, to ensure high quality project proposals are developed within tight deadlines.
5. Coordinate the design and plan for all training programs for field staff capacity building across all projects.



6. Gather information and participate in the designing of projects ensuring timely, quality and effective implementation in line with donor and internal compliance rules.
7. Collaborate with the MEAL Manager to ensure that monitoring, evaluation and accountability processes are in place and compliant with ADRA policies, and ensure that feedback is incorporated into program implementation and design and learning is shared with Head office.
8. Deliverables reflect consistent quality and uniform compliance which sustain integrity of the program outputs and outcomes/changes (especially in the lives of beneficiaries at the field site).

### Qualifications

- At least 3 (three) years professional track record of experience in humanitarian and or development work as well as technical knowledge and experience in one or more of the following programme management planning areas, implantation, Monitoring, Evaluation Accountability and Learning.
- Experience in complex issue analysis and creative problem solving along with the ability to provide strategic options and recommendations.
- Good knowledge and understanding of international standards, including CHS and Sphere norms.

### How to apply:

Kindly send us your cover letter and an updated CV (no longer than four pages) in English. Take note that only shortlisted candidates will be contacted. Send your applications to [jobs@adrasouthsudan.org](mailto:jobs@adrasouthsudan.org) by 30<sup>th</sup> March, 2020.

