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Approved by  
Inspector of Labour

14/04/2023

**SAFERWORLD**

PREVENTING VIOLENT CONFLICT. BUILDING SAFER LIVES



## JOB ADVERTISEMENT

<b>Job Title:</b>	Project Coordinator
<b>Location:</b>	Juba – South Sudan
<b>Reporting to:</b>	Peacebuilding Manager
<b>Type of position:</b>	Consultant
<b>Term of contract:</b>	6 months

### Background:

Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national, regional and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational in conflict-affected countries across Africa, Asia and the Middle East..

Our organisational integrity is derived from the values and principles that underpin and guide our work. This includes Saferworld's South Sudan country programme where we have been working for over 10 years to support community-based solutions to insecurity and conflict, including the economic, political and social empowerment of women. Through this work, we seek to challenge harmful gender norms that fuel conflict and violence, including gender-based violence, and aim to promote gender equality and inclusion using a community-based peacebuilding lens. Through our Conflict Sensitivity Resource Facility (CSRF), we also support the integration of conflict and gender sensitivity into aid partners' strategies, policies, programmes and practices.

Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities.

### Job purpose:

The Project Coordinator will be responsible for the successful delivery of Saferworld's South Sudan programme of work on community security, community policing, and peacebuilding cutting across different programme funding streams.

Specifically, the project coordinator will be responsible for:

- Develop and implement project activities, and build and maintain relationships with project partners, beneficiaries and other stakeholders.
- Supervise and oversee the effective management of Women and Girl Friendly Safe Space (WGFSS).
- Accompany implementing partners on day to day and provide mentoring support as appropriate including supporting on fund transfers, financial reporting and sound procurement processes.



## Roles and responsibilities:

### Planning and implementation of project activities:

- Focusing on networking with partners, identifying opportunities for collaboration and development of new grant ideas and turning them into concrete activities;
- Lead in project coordination and support to local partners, including in project implementation, financial management and reporting, and monitoring, evaluation and learning.
- Review partner financial reports and support in consolidating project fund transfers.
- Contribute to the development of the overall strategy for Saferworld's South Sudan programme.



### Coordination:

- Develop networks of partnerships at the local level to ensure ownership and sustainability of project actions.
- Facilitate coordination among local level stakeholders to ensure smooth and timely implementation of activities.
- Coordinate between national level and local level stakeholders to ensure implementation of activities in a timely and efficient manner.

### Monitoring, Evaluation and Learning:

- Undertake rigorous monitoring against the annual work plan at the field locations to ensure that programme activities are on track.
- Undertake regular monitoring against the monitoring and evaluation plan to ensure that the project is achieving the desired results.
- Maintain thorough progress monitoring reports, and provide quarterly financial and narrative progress reports for the programme in a timely manner.
- Support the development of regular reports, including donor reports.

### Lead work as a focal point for WGFSS and plays a representative, supervisory and coordinating role.

- Work with women and girls in the WGFSS to identify their needs, interests, and priorities, and where possible, adapt activities according to these to ensure activities offered are conflict sensitive and meet the needs of women and girls.
- Ensure that the work of the WGFSS is accountable towards the affected population, and that the WGFSS team works in line with the standard WGFSS principles and objectives.
- Support Saferworld partners in the direct implementation of the activities in the WGFSS
- Collaborate with humanitarian coordination mechanisms to identify and ensure the well-functioning of community feedback mechanisms
- Identify strategic collaboration and implement activities in collaboration with other service providers.

### Key working relationships

**South Sudan:** Finance team; Programme team, field and partner staff; NGO Forum HR Working Group  
**Other country programmes:** Sudan, Uganda and other country programmes (when needed)

### Person specification

#### Knowledge, qualifications and experience

- Degree in peace and conflict studies or in a similar field.
- A minimum of three years relevant conflict prevention, peace-building or development experience working with governments and/or non-governmental organisations
- Demonstrated project management skills and the ability to analyse and strategize for effective project development.
- Solid understanding of basic procurement processes and budget management.

JD updated December 2022





- Solid understanding and experience in engaging with WGFSS and women rights organisations..

**Skills and abilities**

- Creativity, demonstrable problem-solving attitude and ability to work under pressure.
- Ability to juggle multiple tasks and achieve the best optimum results.
- Strong written and verbal communications skills in English.
- Strong interpersonal skills and adeptness at employee relations including conflict resolution.
- Highly organized and self-motivated.
- Demonstrated commitment to working with diverse staff and partners.

**Personal qualities**

- Commitment to and compliance with Saferworld's safeguarding principles.
- Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work.
- Commitment to own continuing personal and professional development.
- Commitment to the vision, mission and values of Saferworld.
- Commitment to maintaining professional confidentiality at all times.

**Other requirements**

- The position is based in Juba, with occasional travel to field offices/project sites.



**Application process**

**How to apply:**

Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to the People & Culture Team at [jobs@saferworld.org.uk](mailto:jobs@saferworld.org.uk) and use the subject heading Project Coordinator or hand deliver to Saferworld office Off American Embassy Residence Road, opposite Watoto Church.

**Opening date: 14 April 2023**

**Deadline for applications: 5 May 2023**

- Saferworld is an equal opportunities employer. Female candidates are strongly encouraged to apply.
- This vacancy is open to South Sudanese Nationals ONLY.
- Only short-listed candidates will be contacted.

