



**South Sudan
Red Cross**



JOB ADVERTISEMENT	
Job title:	Project Coordinator
Unit/dept/delegation:	SSRC Bentiu Branch
Reports to:	Head of Branch
Job Open Date:	7th March 2024
Job Closing Date:	22nd March 2024

ORGANIZATIONAL CONTEXT

The South Sudan Red Cross (SSRC) is one of the 192 National Societies worldwide and was founded on the eve of South Sudan independence in 2011. The SSRC is a volunteer-based humanitarian society and works as auxiliary to the public authorities in the humanitarian field. Based on the Statutes of the International Red Cross and Red Crescent Movement, the SSRC was established through an Act of Parliament on 9th March 2012.

SSRC was formally recognized by the International Committee of the Red Cross (ICRC) on 18 June 2013 and in November 2013 the SSRC was admitted into the International Federation of Red Cross and Red Crescent Societies. SSRC's headquarters is based in Juba with a total of (21) branches and a growing network of units. There are currently over 230 SSRC staff, approximately 18,000 volunteers and 2,000 members across the Country.

The society's work is guided by seven fundamental principles (Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality) and by Strategy 2030 of the IFRC, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff MUST abide by and work in accordance with the Red Cross and Red Crescent principles.

SUMMARY JOB PURPOSE

To improve the access and quality of health care service delivery to the target population of Bentiu. He/she to ensure a standard set of preventive, promotion, and referral Integrated Health services provided through SSRC volunteer networks in the communities to address the access and availability of health services.

The coordinator holds primary responsibility for the implementation of providing all necessary health related support to the health facility staff and branch team both in emergency and development setting. Under the leadership of Head of Branch, he/she participates and support the branch in health-related planning, implementation, monitoring, and evaluation including capacity building of health facility staff, SSRC staff and volunteers at the branch. He/she ensures networking with county and state level stakeholders in addressing curative and community health problems. He will be based at SSRC branch office he/she will report to the Head of branch administratively and technically to Community Health coordinator in SSRC Headquarter.



JOB DUTIES AND RESPONSIBILITIES

Program design, planning and implementation.

- Supports the project team in defining project scope, goals, objectives, and outcomes that are aligned with the SSRC strategic objectives and funding parameters.
- Identify project activities, indicators, and targets that will enable projects to achieve their goals.
- Apply project management and change management methodologies to facilitate implementation of projects.
- Develop and implement project work plans, guide and coordinate project activities.
- Schedule meetings; prepare and distribute meeting material; identify, track, and follow up on action items.

Training and Development

- Develop and implement quarterly field health related trainings and refresher trainings and co-ordinate with County Health Department in its implementation.
- Keep database of relevant training information of health activities at branch level
- Improve volunteers and staff training/facilitation skill through on site coaching and mentoring.

Monitoring evaluation, documentation and dissemination

- Support the PMER unit through coordination of the monthly monitoring data collection by health officers
- Compile quartile report and share with SSRC technical person in head quarter
- Support and facilitate regular project related assessment planning and data collection.
- Ensure timely all field commodities are requested ahead of time
- Ensure financial transactions at field level are done in line with SSRC policies and procedures
- Assist in the preparation of project work plans and documents.
- Oversee financial advance taking and settlement from the field in coordination with Finance staff.
- Monitor and supervise the implementation of project activities to ensure that they are being implemented in accordance with the project plan and technical guidelines.
- Prepare periodic progress reports and work closely with the branch team, county stakeholders in ensuring the accuracy of report
- Discuss and share lessons learned at local/county level meetings.

Human resource management and development

- Manage day to day project staff and volunteers and encourage high motivation levels.
- Ensure an environment of mentoring and support to increase capacity and development of SSRC staff and volunteers.
- Identify and pre-empt any serious human resource issues, including the regular oversight of performance.

Coordination and public relations

- Serve as the primary point of contact for information sharing between the County and Headquarters office.
- Liaise and build effective working relationships with county and state partners including County Health Directorate and other actors



- Assist in identifying and addressing any information gaps between County Health Directorate and branch team
- Participate and represent/advocate for the project and SSRC in relevant County/state level meetings.
- Represent SSRC Health team at the County/state level as requested by Head of Health Department, ensuring a positive vision of SSRC at all levels of community in Bentiu

Administration and financial management

- Ensure appropriate usage of office equipment and supplies.
- Prepare project budgets, authorize invoices, monitor expenses, and report project variances as required.
- Oversee the field financial projection and reporting at the Branch level and regular reporting to the Finance at SSRC HQ level.

Qualification

- University Degree in medicine with minimum of 3 years' experience leading or coordinating projects or programs in a healthcare setting.
- Minimum Diploma in clinical medicine or nursing with 5 years' experience working with medical professionals coordinating projects or programs in a healthcare setting may be considered.
- Previous experience working with medical professionals is an asset.

Skills and abilities required:

- Demonstrates knowledge of health care delivery systems; utilizes knowledge to develop strategies to support project goals and achieve intended outcomes.
- Demonstrates experience applying project and change management principles and methodologies.
- Utilizes initiative, critical thinking, and creative problem-solving abilities to develop and implement plans and realize project completion.
- Demonstrates leadership, facilitation, persuasion, and negotiation skills to reach consensus, resolve conflict, and achieve project goals.
- Excellent verbal, written, and organizational skills, and ability to communicate in a compelling, clear, and understandable manner with physicians and other stakeholders.
- Excellent interpersonal and relationship building skills with proven diplomacy, and ability to liaise with medical professionals and stakeholders in a professional and courteous manner.
- Works effectively under time pressure to meet deadlines, balance work priorities, and resolve issues in a timely manner.
- Attention to detail, accuracy, and thoroughness when maintaining, monitoring, calculating, and summarizing information, data, and records.
- High proficiency in Word, Excel, Outlook, and PowerPoint.



How to apply:

Interested applicants should submit their Cover letter, CV with 3 references, Copy of National ID and Certificates including daytime telephone contact to Human Resources Department. Or by email: vacancy@ssdredcross.org please indicates the title of the position and location you are applying for in the subject line of your email.

Alternatively, applications can be hand-delivered to South Sudan Red Cross Headquarters.
Plot #4, Block Ministries, Munuki Area, **Juba or Bentiu Branch Office**

Please clearly indicate the position you are applying for on the back of your envelop.

You should arrange your documents in the following order.

1. Cover Letter
2. Curriculum Vitae {CV}
3. Copies of Certificates and National ID or passport

Note: Only candidates with certified copies of academic documents by the relevant public authorities or line ministries will be shortlisted and contacted for an interview and all the applications are not returnable and will remain the property of SSRC.

Qualified female candidates are strongly encouraged to apply.

