



Jesuit Refugee Service – South Sudan

**OFFICE COORDINATOR**

**Location:** Ezo.

**Application Closing Date:** 28<sup>th</sup> September 2023.

**Reporting Line:** Project Director.

**Start Date:** As soon as possible.

**Position opened to:** Nationals.

**Organizational Context:**

Jesuit Refugee Service (JRS) is an International Catholic organization, with a mission to accompany, serve and defend the rights of refugees and forcibly displaced people. JRS has a priority to work wherever the needs of displaced people are urgent and unattended by others and offers a human service to refugees and the communities through a wide range of rehabilitation and relief activities, many of which centred around formal and informal education needs.

JRS South Sudan is implementing Child Care-Capacity and Structure Building for sustainable and non-discriminative child protection to strengthen the resilience of conflict-affected and marginalized children from IDPs and the Host community project in Western Equatoria, South Sudan. With a focus on inclusive community-based psychosocial support, inclusive education and peacebuilding aim at reducing vulnerability through facilitating durable solutions for education, protection and psychosocial needs for internally displaced persons, returnees, and host communities in Western Equatoria state.

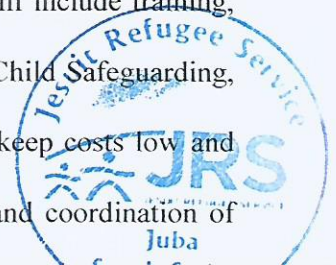
**Job Summary**

The work of the Office Coordinator is to coordinate the successful implementation of all JRS projects in Ezo and Tambura Counties which include Education, Protection, Psychosocial Support and Peace Building activities through providing overall coordination and technical support for Project officers, Assistant Project Officers, incentive workers, and other external actors in project implementation area.

Under the supervision of the Project Director, the Coordinator's main responsibility will be in supporting the daily activities of the sub-office more especially in the areas outlined below.

**Key Responsibilities**

- Ensuring all JRS project activities are implemented according to the approved donor and government agreements.
- Preparing programmatic and financial plan in consultation with the project manager and project Director and reports periodically. This will involve compilation of information from the field office and local partners.
- Documenting and sharing case studies and best practices of project implementation.
- Providing technical support for Project officers, Assistant Project Officers, incentive workers as well as other local actors in the project implementation areas. This will include training, mentoring, supportive supervision, review meetings.
- Complying with all relevant JRS policies and procedures with respect to Child Safeguarding, security, PESA, equal opportunities and other relevant policies.
- Ensuring the effective and efficient use of all JRS resources in order to keep costs low and ensure the security of staff.
- Participating in stakeholder analysis, training need assessment, design, and coordination of training sessions.



- Working with project staffs, to identify the technical support needs of the project and ensure this support is provided.
- Identifying and working with appropriate technical coordinators in the development of proposals for new potential funding sources to expand, continue or modify the project / program if required.
- Attending and participating in County based Humanitarian coordination meetings.
- Actively participating in early warning data collection, analysis, and dissemination as well as any rapid assessment and response works in the two Counties: Ezo and Tambura.
- Performing any other duty assigned by the Project Director.

### **Education, Experience, and skills required.**

- Bachelor's degree in business management or Project Planning and Management is preferred.
- Proven experience working in a professional office environment.
- High proficiency in technology and Microsoft applications.
- Excellent verbal and written communication skills.
- High standards of guest service.
- Great team player.
- Ability to sit in front of a computer for many hours a day.
- Enthusiastic and passionate.
- Excellent organizational and time management skills, with the ability to manage multiple priorities and meet deadlines.



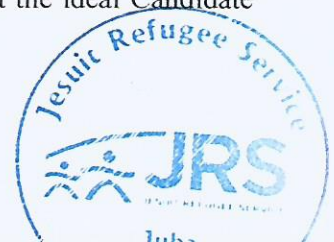
### **Core values and Ethics**

- Good understanding of compatibility with the values of JRS.
- Commitment to JRS's mission, vision, and values; ability to convey with enthusiasm JRS's role in accompanying and serving forcibly displaced people and to advocate for their right to protection and a life in dignity.
- High integrity, honesty, and confidentiality; ability to deal tactfully and discreetly with people, situations, and information.
- Acceptance of diversity and inclusion as a core value.

### **How to apply:**

Interested candidates should submit the following documents to [sds.recruit@jrs.net](mailto:sds.recruit@jrs.net) by **September 28<sup>th</sup>, 2023** or drop their hard copy applications to JRS Office in Yambio with the subject of the email or address at the back of envelop as '*Application for the Position of Office Coordinator – Ezo.*

1. An updated cover letter demonstrating the candidate's suitability against the ideal Candidate Profile outlined above.
2. A current Curriculum Vitae with three Professional References.
3. A copy of Nationality ID.





**PLEASE NOTE:** Due to the urgent need to fill this position, we will be reviewing the applications. Only candidates who apply by the deadline and with the required experience demonstrated will be considered. Also, only shortlisted candidates will be contacted and only candidates who progress to the final oral interview stage will be informed of the outcome. **Female candidates are highly encouraged to apply.**

**Commitment to Child Safeguarding:**

JRS is committed to the safeguarding of children (under 18 years) who encounter with JRS South Sudan personnel and volunteers in all JRS South Sudan works. All JRS South Sudan staff are expected to comply with JRS Child Safeguarding Policy and Procedures in this regard and to sign a declaration of commitment to this effect.

**Commitment to Protection of Sexual Exploitation and Abuse (PSEA):**

JRS South Sudan takes the protection of sexual exploitation and abuse (PSEA) seriously and all the JRS South Sudan personnel and volunteers are expected to comply with the JRS PSEA policy and to sign a declaration of commitment.

