



JOB ADVERTISEMENT	
Job title	Project Coordinator
Unit/department	WASH Department
Reports to	WASH Manager
Dotted line Reporting	DRM Manager
Job Open date:	30 May 2024
Job Closing date:	14 June 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 9<sup>th</sup> 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 members across the country and approximately 14,000 volunteers 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.

### Project Background

With funding and support from the Kingdom of the Netherlands 'Water at the Heart of Climate Action' is an ambitious partnership between the International Federation of Red Cross and Red Crescent Societies (IFRC), The Netherlands Red Cross, South Sudan Red Cross, the United Nations Office for Disaster Risk Reduction (UNDRR), the World Meteorological Organization (WMO) and the Systematic Observations Financing Facility (SOFF). This collaboration will combine local knowledge and global technology to help communities understand and act on the water-related risks they face - before they become disasters. The Programme Coordinator is hosted by the South Sudan Red Cross and serves the Consortium international alliance (NLRC, IFRC, SOFF, RCCC, UNDRR, WMO).

### Purpose of the position

The Water at Heart Project Coordinator will be responsible for coordinating the implementation of water at Heart of Climate Action activities at national, and Sub-National levels with movement and non-movement partners in South Sudan. The candidate should have a track record of successfully coordinating large, national, multi-partner and multi-year programs in the past, and



thrives in complexity that comes with it. Strategic leadership skills are essential. The candidate should possess a natural ability to establish strong connections within the Red Cross and non-Red Cross Partners, line ministries and other stakeholders to excel in finding creative ways to inspire and maintain focus. Simultaneously, the candidate should possess the capacity to connect effectively with finance department, PMER colleagues, Logistics colleagues and understand the unique challenges of partners working on implementation. The candidate should be organized, solution-oriented and pragmatic, as well as a connector who is able to bring together diverse players.

## **Key Roles and Responsibilities**

### **Project Planning, Implementation and Monitoring:**

- Provide technical support in Planning, Implementation, Monitoring and Reporting throughout the project cycle in accordance with SSRC PMER procedures (such as procurement and financial) and agreements as set in the project MoU.
- As SSRC budget-holder responsible for the project budget management, adequate and timely quality narrative, and financial reporting according to SSRC and donor standards.
- Responsible for project related finance Accountabilities with support of local branch to ensure proper procedures are applied as per MoU and ensure standard documentation is maintained for the project expenses.
- Lead the review of project progress ensuring the tracking of project progress against targets and reviewing quarterly program reports and financial reports with departmental managers.
- Provide accurate and up to date information to the SSRC HQ Programmatic sectors (WASH, DRM, PGI and Health), the Netherlands Red Cross Project Management Delegate and NLRC country representative.
- Provide appropriate mentorship, capacity strengthening and technical support to SSRC staff and volunteers including project management, financial management, assessment and identification of needs, priorities, objectives, outputs and core components and activities related to WASH, Irrigation pilot, Disaster Risk Reduction as well as gender and diversity.
- Support the branches to carry out community assessment of adaptive capacity of the target communities for WASH, Disaster vulnerability and hazards involving key stakeholders at communities' levels.
- Maintain a mapping of existing services provided by other humanitarian actors present to address WASH and DRR in affected areas including identifying community capacities and structures for potential partnership.
- Undertake regular field monitoring visits and meetings with relevant actors including project partners in assessing the WASH and DRR trends, patterns and changing needs and consequently advise.
- In consultation with PMER teams, produce and submit required reports and develop/revise quarterly adjusted action plans and budgets.
- Ensure delivery of the Programme within the agreed timelines, budget, and scope, in collaboration with consortium partners.
- Co-create and implement the agreements within the partners and consortium partners.
- Collaborate with global, regional, and in-country working groups to facilitate program implementation.
- Lead together with PMER Coordinator on developing, communicating, monitoring, and evaluating the program's results.



- Stimulate learning in collaboration with relevant Technical Advisors and PMER Officers across the Consortium.
- Contribute to documentation of good practices and lessons learned, 'Local as possible, international as needed' –assess within the consortium how localization can be a guiding principle across the programme and across partners,
- Collaborate with the programme team at all levels on the preparation and consolidation of the annual plans and annual reports, making sure we adhere to the agreements with the donor, and timely submission of reports to the donor,
- Set clear exist and ensure sustainability plans are in place at the start of projects.

### **Representation & Coordination.**

- Chair the Water at the Heart of Climate Action Project technical working group (TWG) meetings as per the agreed schedules (bi-weekly at project inception and monthly during implementation).
- In close coordination and collaboration with SSRC program team maintain and coordinate external relations and partnerships with State and National stakeholders for the program, including relevant line ministries and agencies of government of South Sudan.
- Coordinate alliance partners, both Red Cross and non-Red Cross, as well as line ministries. Proactively liaise with alliance partners, initiate, and lead coordination meetings, and disseminate meeting minutes along with follow-up action points.
- Participate in the national DRR technical working group and share action points for decision making.
- Promote and contribute to coordination among RC/RC Movement partners, aligning with South Sudan SMCC documents and spirit, and ensure close alignment with other humanitarian actors active in implementation.
- Advocate among humanitarian actors, relevant government ministries and the community for quality WASH and Disaster Preparedness activities/services to promote risk reduction among the targeted communities.

### **Communication & collaboration:**

- Liaise with line ministries, directorates, and partners within the country to ensure complementarity, share information, and coordinate activities.
- Ensure effective coordination and information sharing on programme implementation with all consortium partners at all levels.
- Attend National level coordination mechanisms and share information and participate in technical working groups.
- Clearly document, communicate, and ensure compliance with deadlines to all stakeholders.
- Work with PMER and communications department on evidence creation so results from the programmes can be clearly articulated and communicated with the donor and public,
- Support the Finance team with preparation and execution of annual external audits, by ensuring supporting documentation is collected and providing explanations where needed,
- Liaise closely with the Technical Advisor on Early Warning for All (EW4All) initiative to ensure alignment and added value.

### **Duties applicable to all staff:**

- Work towards the achievement of the South Sudan Red Cross goals in all the areas of operations through effective managerial, lateral relations and teamwork.
- Ensure understanding of roles, responsibilities, lateral relationships, and accountabilities.



- Perform any other related duties and responsibilities that may be assigned by the supervisor/ line manager.
- Share and act in accordance with the Red Cross/Red Crescent fundamental principles and humanitarian values.

**POSITION REQUIREMENTS:**

- Bachelor's degree in Disaster Management, Water and Climate related engineering/science, Public Policy, and international relations or equivalent
- A minimum of 5 years of relevant experience in either of WASH, Climate Change, Disaster Risk Reduction, or Anticipatory Action with roles related to programme management and coordination.
- Thorough understanding of humanitarian or development programming focused on anticipatory action/ EWEA or climate change adaptation.
- Experience working on projects financial monitoring and reporting mechanisms in various contexts.
- Experience working in programme management or leadership roles in large-scale, multi-partner and multi-year Programmes is essential.
- Experience working in programmes implemented in partnership between UN agencies, Governments, and local organizations highly desirable.
- Experience in working with Early Warning, Anticipatory Action, Water Management (including WASH) and/or Climate Change Adaptation is desirable.
- Experience in donor liaison, project monitoring guided by performance indicators and writing reports.
- Experience with strategy development, strategic planning, and its translation into concrete action
- Good understanding of financial management, accounting systems, budgeting, and cost control procedures
- Previous experience with the Red Cross / Red Crescent movement
- Excellent interpersonal and communication skills and the capacity to engage in and maintain effective partnerships and professional relationships in various cultural and organizational contexts.
- Proactive, creative, problem-solving and diplomacy skills
- Excellent planning and organizing skills.
- Ability to motivate and engage all stakeholders in the program implementation.
- Programme and project coordination and management
- Results and quality oriented.
- Capable to work independently and to set clear goals and priorities.
- Fluency (verbal and written) English and Juba Arabic
- Fluency in speaking other local language(s)

**How to apply:**

Interested applicants should submit cover letters along with CVs, 3 professional referees and Copy of National ID and Certificates including daytime telephone contact to the email below: [vacancy@ssdredcross.org](mailto:vacancy@ssdredcross.org) Please indicate the title of the position you are applying for in the subject line of your email.

Alternatively, applications can be hand-delivered to the South Sudan Red Cross Society Head Quarters Office at plot #4, Block Ministries, Munuki Area and clearly indicate the position you are applying for on the back of the envelope.



Please arrange your documents in the following sequence as shown below. Failure to follow this order may result in your application being disqualified.

1. Cover Letter
2. Curriculum Vitae (CV) or resume
3. Copies of Certificates and National ID

**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 photocopies are not returnable and will remain the property of SSRC.**

**Female candidates are encouraged to apply.**

