



Norwegian People's Aid

South Sudan



Vacancy Announcement: Project Coordinator to be Based in Juba.

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan. NPA has worked in South Sudan since 1986 and currently runs three programmes: Civil Society Development, Rural Development, and Emergency Response.

NPA wishes to recruit a highly competent, proactive and self-driven individual (**South Sudanese National Only**), for the position of **Project Coordinator** based in Juba.

The contract for this position is Definite Contract with possibility of extension based on performance and funding.

Purpose of the Position:

The Project Coordinator (PC) has the responsibility for the management of the Norwegian People's Aid (NPA) project, increase food security and reduce hunger (IFSREH) in South Sudan in Lakes, Jonglei, Central and Western Equatoria States.

Duties and Responsibilities:

1.1 Project planning and Activity Implementation

- Provide leadership, guidance and control checks on the oversight of the full implementation of project activities at field level ensuring that technical quality and standards are considered and respected during project(s) implementation
- Conduct field level project coordination and monitoring, ensuring that partners have a good understanding of donor requirements and procedures
- Ensure project implementation is on time, target and budget, using effective M&E systems to reach desired impacts
- Conduct frequent field visits to project sites to assess activities and ensure efficient use of resources
- Proactively identify partnership models that might be necessary for rollout of activities
- Ensure that the project is implemented in accordance with relevant NPA technical guidelines and standard operating procedure
- Regularly update the work plan and other documents relevant for effective project management
- Maintain overall internal controls of NPA and ensure partners are aware of and respect NPA Safeguarding policy Code of Conduct, Anti-Corruption Policy

1.2 Monitoring and Evaluation

- Work closely with M&E Coordinator on the monitoring plan, baseline assessment, lessons learnt and mid-term/end line evaluation
- Identify the M&E capacity development needs of the partner and work with team members to address them
- Participate in internal and external monitoring and evaluation exercises.
- Conduct regular field monitoring visits to project sites.
- Capture and share project significant change stories.

1.3 Reporting

- Provide regular and timely updates on progress and challenges to Programme Manager, Grants Manager and other team members on as per reporting schedule.
- Develop narrative reports and contribute to the development of financial reports through regular budgetary follow up
- Contribute to the back-donor report

2.1 Budget Control

- Review monthly project expenditure ensuring correctness of the transactions for each budget line and propose changes and readjustment
- Review financial indicators for the project and raise alerts on potential issues and delays in project implementation
- Provide cash forecast for financial planning, check financial expenditures to ensure funds are used in accordance to planned activities, budget and NPA policies

- Prepare and lead the BVA meeting relating to this project to review expenditure levels and take appropriate action to redress over and under expenditures

3. Any other duties assigned by the supervisor or management

Required Qualifications:

- A minimum of a Degree in Social Sciences, Development Studies, Agriculture, Agribusiness or any relevant field.
- Additional qualification in Project Management and financial Management

Experiences:

- At least 5 years' experience in project cycle management
- Experience working in a senior position on a large multi-technical project
- Relevant experience (at least 3 years) as a Project Coordinator or Manager supervising a considerable number of staffs.
- Experience working with small-scale farmers in the local value chains and better access and or linkages to local markets.
- Experience in climate smart agricultural practices/production, DRM and Food Systems Resilience
- Experience working with national partners, local/government authorities, and UN organizations
- Proven experience with donor compliance, proposal, budget design and reporting

Competences:

- Good understanding of 'triple nexus'; humanitarian, development and peace building response issues, in the area of food security and livelihood, civil society development and cash intervention
- Good understanding of concepts of Grand Bargain and localization of aid
- Experience of developing, maintaining and improving coordination and relationships with stakeholders
- Diplomacy and Confidentiality
- Computer literacy skills – MS Office applications, word, excel, PowerPoint, Spread sheets etc.
- Strong analytical skills, proven proposal writing skills.
- Advanced proficiency in written and spoken English
- Strong interpersonal and excellent organisational skills.

Additional Considerations:

- The Project Coordinator will abide by Norwegian People's Aid (NPA) **Code of conduct** which aims at preventing all types of misconducts which include **corruption, fraud, sexual exploitation & harassment, bullying, violence and child exploitation.**
- Also, the Project Coordinator will abide by NPA's **Safeguarding policy** which also aims at protecting all people from harm, preventing and responding to harm caused by sexual exploitation, abuse or harassment in and outside the workplace.

NPA South Sudan is an equal opportunity employer. In making employment decisions it does not discriminate based on gender, ethnicity, religion or political affiliation.

Qualified Women are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: recruitment-rss@npaid.org

Hard copy applications and CVs/Resume can also be delivered to NPA Juba Office on Martyr's Street Opposite UNICEF Office.

Applications submitted after 12:00 noon on Tuesday 15th August 2023, will not be considered.

NB: Submitted copies of academic transcripts will NOT be returned to the applicant

