

## Terms of Reference

### REACH FIELD COORDINATOR IN SOUTH SUDAN

#### BACKGROUND ON IMPACT AND REACH

REACH was born in 2010 as a joint initiative of two International NGOs ([IMPACT Initiatives](#) and [ACTED](#)) and the United Nations Institute for Training and Research (UNITAR) Operational Satellite Applications Programme ([UNOSAT](#)). REACH's **purpose** is to promote and facilitate the development of information products that enhance the humanitarian community's decision making and planning capacity for emergency, reconstruction and development contexts, supporting and working within the framework of the humanitarian reform process. REACH facilitates information management for aid actors through three complementary services: (a) need and situation assessments facilitated by REACH teams; (b) situation analysis using satellite imagery; (c) provision of related database and (web)-mapping facilities and expertise.

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Their interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context. Their 3,300 staff is committed in to responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

**We are currently looking for a REACH Field Coordinator to support our REACH team in South Sudan.**

Department: REACH  
Position: **REACH Field Coordinator**  
Contract: **Full Time**  
Contract duration: 1 year (Renewable)  
Location: Juba, South Sudan  
Date of advert: 19/10/2021  
Closing date: 05/11/2021  
Starting date: 01/12/2021



#### COUNTRY PROFILE

IMPACT, through REACH, has been implementing programming in South Sudan since 2012. REACH works in 16 bases (including Juba) across 9 states and coordinates closely with OCHA, nearly all clusters, key working groups (IM and technical) within the South Sudan coordination system in order to identify, address, and raise awareness of key information gaps, as well as to uphold the quality of data used to inform the response. This is achieved through three core units:

- *Monitoring of the humanitarian situation in South Sudan*, through monthly assessments covering over 2,000 settlements in South Sudan, conducting an annual representative Multi Sector Needs Assessment to provide a snapshot of needs, and ad hoc rapid assessments in times of sudden escalations in conflict or natural disasters.



- *Monitoring population movement trends in South Sudan*, including tracking and analyzing large-scale displacement, returns and seasonal movements, through port and road monitoring, ad-hoc assessments, and a population movement baseline; assessing the perceptions of affected populations of the humanitarian response; engaging with the protection cluster in identifying and filling major information gaps; and mainstreaming a context sensitive approach within REACH South Sudan.
- *Providing direct technical support to humanitarian clusters* through active engagement with coordination bodies, dedicated assessments and information products, and strategic engagement to promote innovative methods towards understanding sector-related needs in South Sudan.

Under the REACH Operations Manager, the REACH Field Coordinator will assist all three units through operational planning, management and assistance for 5 static field bases in Greater Equatoria Region (GER) as well as field assessments to other locations in this region as required. The role will be based in GER with frequent travel to other areas in GER.

## SUMMARY

Under the supervision of the REACH Deputy Country Coordinator and the REACH Operations Support Manager, the REACH Field Coordinator is responsible for working closely with REACH project focal points and field teams to 1) ensure smooth running of REACH operations in static field bases and ad hoc field assessments in GER and 2) work closely with the Operations Support Manager to develop work plans and methodologies to coordinate field-based data collection and other project activities in GER. More specifically, s/he will be responsible for overall operations management of REACH activities in GER, including operational oversight in terms of logistic, finance, administrative and HR, as well as data collection planning and implementation in GER. In addition, this entails direct line-management of all REACH field officers in the static bases in GER.

## RESPONSIBILITIES

The Field Coordinator shall be responsible for:

### 1. Oversight and Coordination

- Operational oversight of the 5 REACH field offices and field assessments in GER, including management of [6] Field Officers and regular coordination with Assessment Officers.
- Conduct regular updates with field teams in GER, to identify support required and develop planning to fill identified operational needs.
- Coordinate closely with Assessment and Field Officers in GER, as well as ACTED Finance, Logistics, HR and Security departments, to monitor ongoing data collection and coordinate field assessments.

### 2. Mission-wide Assessment Planning and Implementation

- Supporting Focal Points and Field Staff at a regional level, and communicate estimated assessment timelines and resources needed for assessment implementation and base management, to the Operations Manager.
- Support Assessment Officers in designing feasible data collection work plans together with REACH project focal points, field staff, and Operations Support Manager, and support field teams in implementing these plans.
- Facilitate assessment and data collection planning between teams, and align with team capacity to ensure that no teams in the region become overwhelmed with too many priorities.
- Ensure that any concerns about over- or under-utilising resources in the region are quickly flagged to the Operations Support Manager and addressed with the field teams and relevant unit/project lead.





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**3. Finance, Logistics, HR**

- Oversight of logistics, finance, and recruitment for the field bases in liaison with the Operations Support Manager and ACTED Finance, Logistics, Security and HR departments.
- Ensure effective communication and response between Juba-based ACTED Finance, Logistics, Security and HR departments and REACH field teams for non-ACTED bases in GER.
- Assist Operations Support Manager and field teams in operational long-term planning and implementation to ensure all field bases in GER can operate efficiently and effectively
- Responsible for REACH equipment and cash in the field and in the office, ensuring teams follow procedures in GER to track equipment and cash in all locations.

**4. Security**

- Ensure all relevant security protocols are followed by all staff in GER whether in a field or office capacity;
- Flag to Operations Support Manager if field staff are not adequately trained on security in the field, and/or do not feel comfortable and confident undertaking field work;
- Provide updates to Operations Support Manager on any security or access issues noted when in field locations so that the Operations Support Manager can address it with ACTED security and REACH Coordination.
- Engage with relevant stakeholders in GER to keep updated on security in the field, and relay its possible impacts to the relevant teams;
- Support field teams where possible to develop and sustain relationships with local authority offices in GER.

**5. Capacity Building**

- Provide capacity building in various forms to ensure all staff in GER comply with ACTED Finance, Logistics, Security and HR policies and procedures.

**6. Miscellaneous**

- Providing additional support as required relating to the implementation of activities, and as instructed by the Operations Support Manager.
- Be an active member of the Senior field coordination team, providing inputs on nation-wide roll outs of assessments and data collection.
- Travel frequently to field bases in GER
- Ensuring a good work environment in all bases in GER and taking active steps to ensure staff welfare.

**ACCOUNTABILITY TO COMMUNITIES AND BENEFICIARIES**

The staff member is responsible for ensuring that all relations with the communities we work are conducted in a respectful and consultative manner. Due attention must be paid to ensuring that communities are adequately consulted and informed about REACH programme objectives, activities, beneficiary selection criteria, and methodologies. This is the responsibility of every REACH staff member.

**EXPERIENCE**

**Required:**

- 2-3 years of relevant working experience in a humanitarian organisation, preferably in logistics or programs





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- Knowledge of and experience working in various regions of South Sudan;
- Strong skills in Microsoft Word and Excel;
- Fluency in English;
- Strong interpersonal and communication skills;
- Excellent team management, coordination, organisational and planning skills required, including ability to manage large workloads, oversee multiple teams and effectively meet deadlines, through an excellent ability to multi-task and prioritise;
- Ability to work independently;
- Ability to operate in a cross-cultural environment;
- Willingness to travel to all locations in GER security situation allowing
- Openness to feedback and willingness to learn;

**Desired:**

- Experience conducting assessments, especially large scale data collection;
- Experience working in insecure contexts across South Sudan;
- Experience with remote management of field teams
- Understanding of security risks and mitigation strategies for effective operations;
- Understanding of processes involved in conducting assessments;
- Familiarity with the humanitarian aid system and relevant actors;
- Understanding of and commitment to humanitarian principles
- Understanding of humanitarian procurement, recruitment and financial procedures
- A sense of curiosity and a drive to work to improve the humanitarian sector.



**HOW TO APPLY**

All applications should be submitted to the ACTED Country Office in Hai Cinema - Juba (or their respective field bases) by 05 November 2021 or by email to: [juba.hrofficer@acted.org](mailto:juba.hrofficer@acted.org) and [ssd.admin-assist@reach-initiative.org](mailto:ssd.admin-assist@reach-initiative.org). Please indicate this reference in the subject line of your email: **Ref: REACH/FIELDCOORDINATOR GER**

Applications should be submitted in English, and should include:

- Detailed CV
- Cover letter
- Photocopy of all university degrees
- Photocopy of National ID
- Photocopy of work certificates related to past jobs

Shortlisted candidates will be contacted by ACTED Human Resources Department within two weeks of the application deadline.

Application materials are NOT returnable, therefore, applicants are strongly recommended not to submit original documents.

Note: This position is open to South Sudan Nationals & Women are encouraged to apply.

