

25 January 2023



Save the Children

Job Advertisement

Save the Children is an international non-governmental organization that works for the future of children, their families, and communities to realize social equity and dignity; have access to their basic physical, emotional, and developmental needs.

SCI is seeking to recruit: -

Job Title: Project Coordinator (1 Post)

Location: Kapoeta

Reports to: Field Manager

Staff reporting to this post: FSL Project Officers

Contract Period: 9 Months

ROLE PURPOSE:

The post holder an experienced technical person that will oversee and provide technical support in the day-to-day planning, implementation, monitoring and coordination of the ELRP project activities in Kapoeta North and Torit in line with the approved project implementation plans and SCI programme quality benchmarks. In particular, s/he will be responsible for ensuring successful operation and implementation of the project while strengthening stakeholders engagement, collaboration and coordination required for project sustainability. S/he will actively lead in developing project implementation plans and budget, organising state and county level project inception meetings, developing technical project implementation and agriculture extension guidelines for project team, capacity building of project team, and strengthening accountability mechanisms in the project. S/he will drive the project learning process and ensure learnings drawn from the implementation of the project are used to inform our continuous programming. S/He is responsible for the project budgetary control and management, and providing technical leadership to the project team.

KEY AREAS OF ACCOUNTABILITY:

a) Project planning, implementation and coordination

- The post holder will oversee and provide technical support in the day-to-day planning, implementation, monitoring and coordination of all project activities in Kapoeta North and Torit in line with the approved project implementation plans and programme quality benchmarks
- Regularly develops detailed activities implementation plans and budget and ensure all activities are implemented within budget and agreed time frame.
- Develops a comprehensive community mobilization plan and take lead in planning and organizing stakeholders and community level project inception and sensitization



meetings required to achieve better community understanding, buy-in and participation in the project activities.

- Responsible for development of project procurement plans and ensure that all project inputs meant for each interest group are procured well in time and distributed to the groups in a timely manner.
- Manages field level coordination with all the relevant local authorities, partners and local Government line departments to promote information sharing and better alignment of humanitarian resources and approaches to achieve maximum impact.

b) Capacity building

- Develops tools for needs and capacity assessment of various interest groups, and based on the identified gaps, develop group based capacity improvement and training plan.
- Develops technical training guides and materials, and supports the FSL Project officers in training of target interest groups on technical aspects related to their individual group activities.
- Assess the capacity of the project staff and provide required level of training and mentorship to enhance their project implementation skills and ensure quality project delivery and performance.
- Support FSL Project officers in administering of field level technical trainings for project beneficiaries and established groups in the target project locations.
- Responsible for collecting and translating project learnings into innovations that can shape our programming and have positive lasting impact on children.

c) Monitoring, evaluation and reporting

- Regularly monitor and supervise the activities of the various interest groups in the field to track progress and provide the necessary on-field mentoring support to improve group performance and results. With support of the MEAL team, participate in populating the IPTT data for the project.
- Actively participate in documentation of project learning and impact case stories and ensure that all lessons learned and best practices are properly documented and used to inform project management decision making processes and project design.
- With support of the MEAL team, facilitate any relevant project assessments and evaluation, including planning and organization of PDM, post harvest assessment, etc.
- Actively participate in regular project reviews and facilitation of both internal and external evaluation missions.
- Responsible for preparation of monthly, quarterly and final project reports using donor approved reporting templates.
- With support from MEAL team, develop and maintain an upto date data project base for all level of support provided by the project.
- Perform other duties as assigned by the line supervisor.



EXPERIENCE AND SKILLS

QUALIFICATIONS

- Bachelor's degree in Agricultural science ONLY.

EXPERIENCE AND SKILLS

Essential

- At least 4-5 years of working experience in agriculture sector or FSL either with local or international NGOs or government.
- Well verse with agricultural extension methodologies such as FFS, with combined technical expertise in various aspects of agricultural crops production and forestry.
- Indepth understanding of emergency project cycle management, with particular experience in participatory planning, implementation and results based monitoring of project activities.
- Motivated self-starter, able to carry out work independently but also coordinate effectively as part of a team;
- Proven skills for managing changes, achieving results, ensuring quality, team building and capacity building.
- Ability and willingness to work under pressure as part of a professional team.
- Excellent interpersonal skills, including cultural sensitivity, assertiveness and negotiating skills.
- Demonstrated planning and organizational skills;
- Good spoken and written fluency in English and computer literacy (MS Office and email/internet);
- Excellent report writing skills
- Familiar with local context in the proposed location and can effectively navigate challenges in this location.

Desirable

- Practical experience in implementation of agricultural related interventions in both stable and volatile context with proven history of success and results.

Female Candidates are encouraged to apply

The Organisation

We employ approximately 25,000 people across the globe and work on the ground in over 100 countries to help children affected by crises, or those that need better healthcare, education, and child protection. We also campaign and advocate at the highest levels to realize the right of children and to ensure their voices are heard.

We are working towards three breakthroughs in how the world treats children by 2030:

- No child dies from preventable causes before their 5th birthday
- All children learn from a quality basic education and,
- Violence against children is no longer tolerated



We know that great people make a great organization, and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive environment where ambition, creativity, and integrity are highly valued.

Application Information:

Please attach a copy of your CV and cover letter with your application, and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at ([SCI Career Site Careers \(oraclecloud.com\)](#))

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

In case you face any difficulty accessing the link, please come to Save the Children International head office in Juba Hai Malakal or SCI Field Offices for HR support

Deadline for submitting applications: 10th February 2023.

Cc: MolJobadvert@gmail.com (National Ministry of labor email Address Juba)

