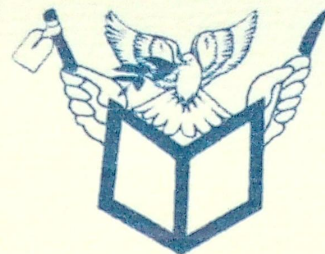
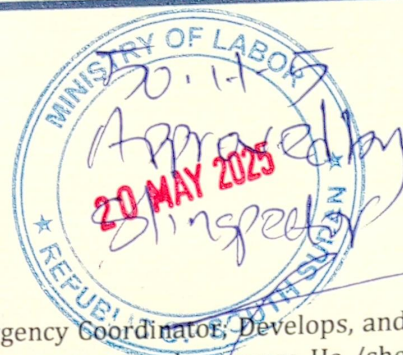




منظمة الجنوب سودانية للتنمية و الإغاثة  
**SOUTH SUDANESE DEVELOPMENT  
AND RELIEF AGENCY  
(SSUDRA)**



Job Description of ECSS-SSUDRA Emergency Coordinator  
Job Title: Emergency Coordinator.



**Position Summary**

Under the general supervision of the Programme Manager, the Emergency Coordinator Develops, and manages programs related to emergency and disaster preparedness, responses, and recovery. He /she initiates, establishes processes and procedures, networks, advocates and coordinates and provide training on Disaster preparedness and mitigation. He /She writes plans, and work with other agencies to develop and implement emergency, and Disaster management programmes.

**1. Essential Duties and Responsibilities.**

The Emergency Coordinator's duties, roles and responsibilities include the following: -

- Manages and coordinates all emergency planning and activities in the Organisation.
- Reviews and updates the Emergency Response Plan to ensure that it is consistent with the programme activities and Preparedness.
- Develops emergency response procedures for threats identified in the Vulnerability Assessment.
- Develop and present training to employees and volunteers on emergency response
- Plan, design, and execute emergency response programmes.
- Assists personnel, and checks, maintains, and stocks emergency supplies of the organization in project sites.
- Serves as SSUDRA representative for and actively participates in the Cluster and partnership meetings and project sites
- Updates and maintains the SSUDRA's various emergency response designs and plans.

**2. Programme Management and Project Tasks**

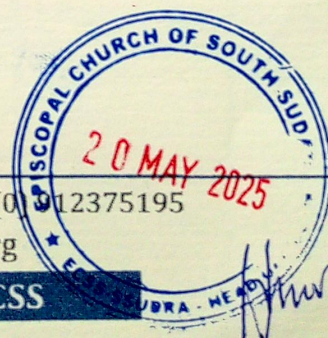
The Emergency Coordinator Programme, Management and project tasks include: -

- Write Concept papers, Project proposals, reports and carry out baseline or end line surveys.
- Coordinate the development of emergency management plans, processes and relevant documents in line with SSUDRA's frameworks and policies, mission and vision statement.
- Support the MEAL officer and staff in the development, delivery, monitoring and evaluation of emergency functions and services.
- Successfully work with stakeholders and the line Manager in emergency planning, prevention, response and recovery activities.
- Support the MEAL officer in monitoring and evaluation of emergency management programs to ensure key deliverable and ensure that obligations are met.
- Supervise and support the MEAL officer to implement, monitor and evaluate Emergency and Development projects.
- Network with Development Officers, and Mothers Union Coordinators in the ECSS Internal provinces/Dioceses of the Episcopal church of South Sudan /partners and participate with in emergency cluster meetings, and livelihood cluster meetings and support to ensure effective emergency response and recovery activities

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**SSUDRA IS THE DEVELOPMENT AND RELIEF WING OF ECSS**



- h) Navigate and coordinate emergency training opportunities for MEAL officer and relevant staff to build their capacity to deliver and assist in Emergency preparedness and natural disaster events.
- i) Assist the programme Manager in project cycle implementation and management.
- j) Supervise MEAL officer in Monitoring and Evaluation of projects to allow effective, and accurate reporting for decision making and project implementation.
- k) Ensure that the MEAL officer develop plans, reporting guidelines and templates for the operationalization to ensure effective project implementation and management.
- l) Support the MEAL officer to complete roll-out of Digital of M&E system for the project, overseeing its implementation and institutionalization in SSUDRA.
- m) Ensure case studies and success stories are collected and used to inform new projects, advocacy and communications.
- n) Summarise annual lessons learnt across projects to feed into annual reporting and project/programme review and design.

### 3. Emergency Coordinator require the below competences: -

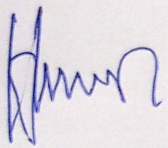
- a) Demonstrable recent and substantial humanitarian experience with civil society sector in South Sudan.
- b) Must be self-driven, proactive and highly organized, with the ability to work under pressure.
- c) The candidate should be a graduate from recognized University with Degree in social sciences preferable in Development Studies, and or humanities.
- d) Master degree or higher studies in humanitarian field is an added advantage.
- e) Supported credential of experience of at least five years with Knowledge and Skills in humanitarian work, development and Monitoring and evaluation (M&E).
- f) Good professional experience in writing concept papers, project proposals, reports, and conducting surveys/assessments and monitoring and evaluation.
- g) Knowledge and experience of key organization policies and regulations- (Prevention of sexual exploitation and abuse (PSEA) & safeguarding and child protection, humanitarian accountability and partnership (HAP), and code of conduct, regulations and utilisation of project Funds are mandatory.
- h) Networking, advocacy coordination, working with partner organization in clusters, line ministries and Relief and Rehabilitation Commission (RCC).
- i) A competency in spatial planning and programme development is much appreciated.
- j) Analytical aptitude and thinking skills, communications, and abilities to influence others
- k) Good organizational time management and strong interpersonal skills.
- l) Ability to work flexibly and meet tight deadlines.
- m) Attention to details and proven ability to work independently and effectively.
- n) Experiences of working in hard hit areas and in multi ethnic and religious communities
- o) The candidate should have an excellent command of English both in writing and speaking and a good level in spoken Arabic.
- p) Computer literacy and application is mandatory (i.e., Microsoft Word, Excel, Power Point and Internet)
- q) Must be self-driven, proactive and highly organized, with the ability to work under pressure.

### 4. Required Competences

- The candidate should be a graduate of Bachelor Degree in a recognised University in Humanities /Social work ,Development studies and Public Health. Master Degree or Higher Studies is an added advantage.
- Demonstrate substantial experience in emergency preparedness and mitigation services, humanitarian work



- . Strong communication , critical thinking, problem-solving, and organizational skills are essential.
- Must be self-driven, proactive and highly organized, with the ability to work under pressure.
- Supported credential of experience of at least two years with Knowledge and Skills in monitoring and evaluation (M&E).
- Good professional experience in writing concept papers, project proposals, reports, and conducting surveys/assessments and monitoring and evaluation.
- Duty station is Juba with frequent travels to the Programme Areas and the ECSS-Internal Provinces and Dioceses. Interested applicant should attach copies of academic credentials, resume to the application and send to: [ecss@ssudra.org](mailto:ecss@ssudra.org). This job advert is for South Sudanese nationals only. **Female applicants are encouraged to apply. Application Dateline: Thursday 6<sup>th</sup> June, 2025 at 4:30pm**

 ECSS-SSUDRA  
 General Manager  
 20/5/2025

