



Organization	War Child
Job Title	Programme and Partnership Coordinator
Reports to	Emergency Response Manager
Location	Juba, with visits to Kauda and other locations as agreed by line manager
Grade	F
Date of advert	14 <sup>th</sup> February 2025
Closing date	13 <sup>th</sup> March 2025
Anticipated start date	March 2025 or earliest possible date
Contract duration	12 months

#### General Purpose of the role

This role will play a leading role in coordinating the launch and execution of War Child's (WC) emergency response to support children and their families affected by conflict. Working closely with the Emergency Response Manager (ERM), the Program and Partnership Coordinator (PC) is responsible for managing relationships with local partners (L/NGOs) assigned to them. S/he is responsible for the overall coordination and facilitation of partner grants, funds disbursements, performance monitoring and learning and reporting on partner programming. The role holder will lead day to day engagement with the partners, assess capacity strengths and gaps, and with support from the ERM, coordinate capacity development activities as required, including coaching, training and facilitating technical support from the South Sudan and Regional programme teams. The role holder will also engage with stakeholders in assigned locations to identify new partnerships, carrying out assessments and securing partner agreements as agreed with line manager. The role involves adherence to WCH partnership and localisation principles and policies while engaging with local organisations and building networks which can grow WC's response.

Incumbent must be proactive, analytical and team oriented. Ability to build and maintain strong work relationship, including the ability to communicate well on all levels. Working with local partners in an emergency setting, s/he must display initiative, flexibility, creativity, natural curiosity and a strong work ethic, persuasive and service-oriented, and demonstrate an array of relevant technical skills.

#### Position in the Organization

- The Programme and Partnership Coordinator reports to the Emergency Response Manager.
- The Emergency Response Programme will be housed and supported by the South Sudan Programme.
- The position will be based in the Juba office, with possible visits to field locations depending on security and access approvals.
- This role collaborates closely with the Finance and Compliance Officer, other Partnership Coordinators based in different locations, Country Management Team, and Regional Technical Advisors.
- They will work directly with local partners and actors, both on-the-job and remotely

#### Tasks and Responsibilities

##### Partnership Management (40%)

- Solicit proposals from partners and potential partners, reviewing proposals with ERM and finance colleagues and provide feedback for further improvement of proposals
- Coordinate funding partnership agreement (PFA) signing with local organizations



- Coordinates timely fund disbursement to partners in collaboration with finance team
- Monitor implementation of project activities by partners through field visits and review of periodic reports
- Conducts bilateral meetings with partners on a regular basis in order to correct and adjust/address financial and project related issues both remotely and in person.
- Coordinates regularly with key stakeholder representatives to discuss the progress of the project and to share challenges and seek support where necessary.
- Contributes to the development of concept notes/proposals by facilitating partner inputs.
- Ensuring projects comply with donor requirements, especially donor reporting and compliance.
- Ensures that partner expenses are in line with project objectives and project budget.

#### **Monitoring and Evaluation (20%)**

- Establish tailored, flexible M&E processes relevant for an emergency setting that enable local partner reporting with support from ERM and global MEAL advisor.
- Ensures compilation of quality, monthly project narrative reports from partners.
- Preparation/compilation/consolidation of progress reports to donors, WC as required.
- Works closely with partners in monitoring project implementation progress.
- Conducts periodic monitoring and evaluation visits to partner sites to review the implementation of project activities.
- Contributes to the implementation of a monitoring plan on the activities, working closely with relevant partner staff and response colleagues.

#### **Capacity building of local partners (20%)**

- Facilitates capacity building assessment and develops training/technical support plans for partners.
- Ensure implementation of capacity building plans for partners, following up on agreed capacity building action plans by partners.
- Provides on-the-job capacity building support in activity planning, reporting, communication, and implementation and monitoring for partner organizations, when needed.
- Offers day to day supervision/coaching to partners on project activities, facilitating technical assistance from global/regional technical advisors and where relevant directly supporting based on own experience in Child Protection.

#### **Networking and Representation (10%)**

- Establish and maintain good working relationships with relevant stakeholders in target locations.
- Participate in technical coordination meetings with other agencies and stakeholders on child protection and psychosocial support as agreed by line manager
- Represents War Child in relevant coordination platforms at Country & Local Levels

#### **Operational Management (10%)**

- Develops, implements and adapts safety plan for target location that is consistent with Country Security Plan.
- Proactively advises ERM and Security Manager on any safety issues that may require attention to facilitate timely and safe delivery.
- Coordinate with South Sudan Operations team for all relevant operational matters.

#### **Other**

- Adhere to the standards of conduct outlined in Code of Conduct (CoC) with Associated Policies; the Child Safeguarding Policy and the Anti-Trafficking Policy.
- Support and promote the standards outlined in the WCA Code of Conduct and related policies.
- Undertake other related duties as may reasonably be assigned by line manager.

#### **Required Skills and Qualifications**

##### **Education Qualifications.**

- Minimum of Bachelor's degree from a recognized university in Social Sciences or related field or 2 additional years of relevant experience in areas of child protection, education, MHPSS

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### **Knowledge and Experience**

- A minimum of 3 years' relevant experience in project management in humanitarian programming and/or child development work with a focus on partnership management, community based and participatory implementation strategies.
- Knowledge and experience in all aspects of Project Cycle Management
- Field experience of Child Protection or Mental Health and Psychosocial Support will be prioritized, Education experience desirable.
- Experience of working with local partners, including capacity building, especially in emergency/humanitarian contexts is essential.
- Knowledge of MEAL and impact learning in emergency contexts desirable.
- Knowledge of the context and experience of working with partners in Sudan is desirable
- Excellent knowledge of Microsoft Office.
- Understanding of humanitarian principles and established international standards in humanitarian settings for refugees and other marginalised populations, especially children
- Understanding partnership strategy, flexible operationalisation processes and remote programming is an asset.

### **Skills and Competencies**

- Ability to meet deadlines and work under stress and minimum supervision
- Ability to build productive working relationships within a multicultural and multidisciplinary team
- Good written and verbal communication skills
- Fluency in English essential; knowledge of Arabic desirable.
- Positive attitude of "can-do", solution oriented.
- Ability to cope with stress, to work under pressure in often strict deadlines.
- Ability to work on own initiative and in team
- Experience of a flexible approach to managing and prioritising a high workload and multiple tasks in a fast-paced environment with tight deadlines.

Please note this is a locally contracted role.

***Commitment to the vision and goals of War Child Alliance in South Sudan including adherence to the Child Integrity and Safeguarding Policy, is essential.***

**Note:** Please take note that the provisions of this Job description will be subject to adjustments in line with the changing needs of the organization. Such changes will be discussed with the incumbent ahead of them being effected.

### **How to apply:**

Application letters along with an updated CVs with details of three most recent referees, addressed to the Human Resources Department submitted through email: [info.ssdco@warchild.net](mailto:info.ssdco@warchild.net)

Alternatively, applications can be delivered to **War Child Holland Country Office-Juba to the Office of Human Resources at NPA-Building -First Floor.** The position **'Programme and Partnership Coordinator-'** must be clearly indicated in your subject line of email or on the envelope.

Please note that any application letter received is not returnable and War Child Holland is not obliged to give feedback / notices to none shortlisted applicants. Females with the right skills set are highly encouraged to apply

**War Child Holland-South Sudan values your applications, however, only shortlisted candidates will be contacted.**

