



Defending dignity.
Fighting poverty



CARE SOUTH SUDAN

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

Position:	Field Coordinator
Department:	Program
Location:	Torit
Reports to:	Project Manager
Advert status:	External Advert

JOB SUMMARY

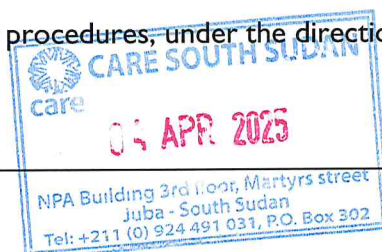
CARE South Sudan is implementing the South Sudan Women Economic Empowerment Project (SSWEEP) Component 2 project, funded by the World Bank and managed by UNWomen on behalf of the South Sudan Ministry of Gender. The project will focus on creating and strengthening women-led Village Savings and Loans Associations (VSLAs) in Eastern Equatoria and Western Bahr el Gahzal states. Mature VSLAs will be provided with productive assets to start and implement income-generating activities.

The Field Coordinator-State (FC) is a key leadership role within the SSWEEP project, reporting directly to the Project Manager. Under the direction of the PM, the FC will oversee project implementation at state level - providing technical, programmatic, financial, reporting, and administrative oversight to ensure effective implementation of the SSWEEP project. The FC will be the project's main representative with state and local level officials and leaders.

Roles & Responsibilities

RI: Project Implementation and Management

- Ensure that project activities are implemented efficiently, in line with the approved project plan, and within set timelines within the assigned state (Eastern Equatoria or Western Bahr el Gahzal states).
- Support the planning, execution, and adaptation of project activities, ensuring alignment with donor guidelines and CARE standards.
- Monitor project activities and proactively identify and implement necessary adaptations, in coordination with the PM.
- Coordinate with state-level project partners to facilitate activity implementation.
- Ensure alignment with other projects in the same area, minimizing duplication and promoting synergies.
- Oversee implementation of financial and procurement procedures, under the direction of the PM.



- Ensure state-level efficient office and resource management, optimizing the use of assets and project means.
- Coordinate on project-related visibility and communication activities.
- Identify and share with the PM identified state-level project-related risks, including operational, financial, security, and reputational risks, and respond to them under the direction of the PM.
- Ensure compliance with donor regulations, local laws, and CARE policies.
- Work with area's security focal point to implement context-specific risk management and contingency plans, ensuring staff safety..

R2. Reporting, MEAL, and Information Management

- Supervise state-level Monitoring and Evaluation (M&E) activities, under the direction of the PM and coordination with the MEAL manager.
- Support drafting of donor reports and submission project documentation, ensuring quality and timeliness, and meeting expected results.
- Oversee the correct filing and documentation of state-level project records.of routine program data and analysis of trends

R3. Team Management and Safeguarding

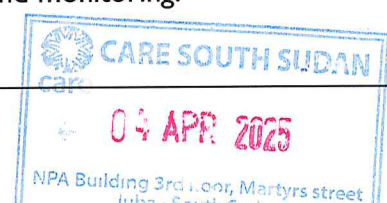
- Effectively lead and coordinate state-level project staff, assigning specific tasks and objectives to achieve project goals.
- Support project staff recruitment, onboarding, and continuous capacity building, ensuring compliance with organizational policies and safeguarding best practices.
- Supervise project staff performance, ensuring alignment with administrative and security guidelines, under the direction of the PM.
- Identify professional development opportunities for staff and implement training plans to address these needs, under the direction of the PM.
- Ensure strict adherence to CARE's Safeguarding Policies, embedding safeguarding measures within all project activities.
- Implement state-level feedback and accountability mechanisms (FAM), in line with CARE's FAM Guidelines and in collaboration with the MEAL team.
- Incorporate safeguarding principles into staff performance evaluations, ensuring adherence to ethical and professional standards.

R4. Partnership and Stakeholder Engagement

- Build and maintain strong relationships with government authorities (where appropriate), other agencies, donors, and community leaders to facilitate project implementation.
- Ensure CARE's engagement in relevant humanitarian coordination mechanisms, working groups, and advocacy efforts

Required Qualifications

- Bachelor's degree in a relevant field (e.g., Economics, Development Studies, Business Administration).
- At least 3 years of experience in the community-based microfinance and/or financial inclusion sectors, with a focus on capacity building and advocacy.
- Demonstrable experience in developing and managing VSLAs or other community savings groups.
- Minimum of 3 years in a management position with programme oversight responsibilities.
- Proven skills in project planning, implementation, budgeting, and monitoring.



- Strong interpersonal and leadership skills.
- Excellent written and verbal communication skills in English.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint).

Desirable:

Project management certificate

HOW TO APPLY

The position will be based in Torit. This position is **ONLY open to South Sudanese Nationals.**

Opening Date **4th April 2025** and Closing date CARE South Sudan receiving application will be **24th April 2025.**

Applications and CVs should be delivered to: jobs.southsudan@care.org Or **Hand delivery to juba Head Office.**

NB:

- Applications once received are not returnable
- Female Candidates are Highly encouraged to Apply

Attention!!!

CARE South Sudan has a ZERO TOLERANCE approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE.

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

Pre-Grants Recruitment

