



JOHANNITER

JOB VACANCY

Job Title: Project Coordinator (1 Position)
Organisation: Johanniter-Unfall-Hilfe e.V.
Location: Torit, Eastern Equatoria State, South Sudan
Reporting to: Head of Mission
Supervising: Project Managers and officers
Working with: MEAL Coordinator and Operations Support Coordinator.
Posting Date: 22nd/March/2021



Organisation Description:

Johanniter-Unfall-Hilfe e.V. (www.thejohanniter.org) is German Christian non-governmental organisation, dedicated to excellence in the field of first aid, ambulance service, social service programmes and other projects in the medical and social field. The Federal Headquarters are based in Berlin, Germany. Johanniter International Assistance is the operational unit for humanitarian aid, development co-operation and emergency relief, implementing and supporting mostly health projects worldwide.

Project Description

The overall objective of Johanniter in South Sudan is to contribute to reduce morbidity and mortality by improving the health and nutrition status and reducing the vulnerability of people. Furthermore, improved access to water, sanitation and hygiene and improved food security is an essential part of Johanniter's South Sudan programme. Currently, Johanniter has projects in Western Bahr el Ghazal (WBeG) of South Sudan focusing on four strategic directions of Johanniter: health, nutrition, WASH, Protection, and food security and livelihood (FSL) and now extending its projects to Torit, Eastern Equatoria State – South Sudan.

Job Responsibilities and Accountabilities

Overall job purpose

Working directly under the responsibility of the Head of Mission, the Project Coordinator (PC) will be responsible for the overall coordination, technical representation and oversight, implementation, guidance and quality of the projects that includes both emergency and long-term interventions in Torit, Eastern Equatoria State.

Tasks

Project Management (30%)

- Oversee the overall implementation of the designated project(s) in consultation with the relevant Project Manager(s) and in accordance with the project proposals ensuring objectives are met within the required time frame and budget.



- Manage a comprehensive activity plan for the designated project(s), including resource needs analysis, covering the time frame of the project proposal
- Support relevant Project Manager(s) in day-to-day decision making as requested
- Ensure that regular monitoring and evaluation assessments against project objectives are conducted and reports made to the country management or to donors
- Maintain an overview of the local context with a view to the strategic development of new projects both in current sites and in surrounding regions.
- Support the Country Director in the development and production of new concepts and proposals
- Develop, in consultation with the other managers, an implementation strategy which is appropriate to the country context and strategy
- Regularly monitor potential risks, and implementation challenges and, together with all project staffs work towards proactively seeking solutions
- Ensure complete and timely monthly reporting of activities to Country Management, donors and other relevant bodies
- Ensure all relevant documents related to the designated project(s) are produced and filed according to Johanniter and donor guidelines
- Work together and coordinate with the other departments (HR, Finance, MEAL and Logistics) to ensure smooth running of the project
- Ensure all staff members working for the designated projects and all visitors receive appropriate briefings and on-going training in security-related topics and report to the Country Director of Country Office
- Support in the development of partnership Memorandum of Understanding (MOU's)

Budget Management (25%)

- Ensure adherence to donor guidelines, Johanniter internal control procedures as well as Johanniter financial management guidelines in the course of the utilization and management of organization resources
- Ensure resources are used only for the intended purpose with maximum possible efficiency
- Support the project managers in the management and regularly monitoring of the budget utilization status (BVAs) to ensure that budgets are spent according to donor proposals and regulations and within the appropriate timeframe, making any budget adjustment recommendations to the Management.
- Ensure prior authorization is secured from respective Johanniter and donor officials in the case of over and under expenditures
- Plan and construct the budgets for the designated projects, in collaboration with the relevant Project Manager(s), Finance and Operations team and in accordance with donor guidelines

Staff Management (15%)

- Ensure all personnel related issues for the staff of the designated project(s) are carried out in accordance with Johanniter guidelines. This includes recruitment, appraisal, objective setting, development and training, disciplinary action, etc.
- Ensure that staff receive appropriate and adequate training by providing mentoring and coaching and through the promotion of capacity building of local staff



- Hold regular team meetings and, through a consultative leadership style and a transparent, honest and supportive communication structure, develop and build an effective team
- Promote the health and security of the staff of the designated project(s) by ensuring the application of security guidelines, health and safety in the workplace and healthy living conditions and practices

Quality Management (15%)

- Promote and use the Johanniter Management systems (ConSense) and other operating procedures, ensuring that all standardised formats are used and guidelines are followed
- Ensure designated project(s) are implemented in line with donor proposals and requirements and in accordance with Johanniter, donor, country and international standards e.g. Sphere and HAP standards, WHO recommendations, etc.
- Regularly assess and provide feedback and recommendations on the quality of the programmes and interventions during field visits and at other relevant times

Partnership and Representation (15%)

- Represent Johanniter International Assistance when liaising with local authorities and partners, in coordination with other NGOs, UN, donors, etc.
- Attend cluster and coordination meetings and other relevant engagements and update the rest of the team on the outcomes of such meetings.
- Promote and maintain good partnership with stakeholders (target communities, government, donors, and other humanitarian actors) in the spirit of respect, equity, transparency and complementarity;

Person Specification

Professional Qualification and Experience:

The Project Coordinator needs to hold a BSc or MSc degree in a relevant field, preferably in public health and/or nutrition, and Management.

- At least 3 years of experience in project coordination in a humanitarian context /international development
- Experience in coordinating health/ nutrition/ WASH/ Protection projects including project accounting and managing of donor funds (EU, UN, German Foreign Office and Ministry for Economic Cooperation and Development etc.)
- Experience in M&E, writing proposals and reports
- Experience in staff management and capacity building
- Experience in working with international and national partners, donors, health and other authorities
- Experience in conducting health and/or livelihood baseline assessments (including SMART surveys)
- Experience working in a similar / an insecure complex context
- **South Sudanese National**



Skills:

- Strong management, project planning and organizational skills
- Clear vision on program development
- Strong analytical, written and oral communication skills
- Ability to work in a remote location in an unstable security environment
- Cultural sensitivity and team competence
- Sense of delegation and commitment to local capacity building
- Common sense and being proactive
- Fluency in English mandatory. Arabic is an asset

The position is open for: SOUTH SUDAN NATIONALS WITH ALL NATIONAL DOCUMENTS.

How to apply; Deliver your updated CV, Motivation letter, certificate copies, reference contacts of three former supervisors as well as job certificates if available and copies of your National ID as single document to the **Office of Johanniter Juba located adjacent to TM Lion Hotel, opposite suk wewe or Caritas Switzerland, Katire Road, Hai Mission, Torit, Eastern Equatoria State, South Sudan.**

Online applicants should submit their applications through email to hr.southsudan@thejohanniter.org not later than **14th April 2021, 5:00 PM SSD Time.**

Please indicate the title of the position you are applying for in the subject line of your application and only shortlisted candidates will be contacted for the interviews

DO NOT SUBMIT ORIGINAL DOCUMENTS

All the photocopies will remain the property of Johanniter-Unfall-Hilfe e.V.

Qualified female candidates are strongly encouraged to apply

