



# Initiative for Peace Communication Association

*Building Peace through peaceful communication*



## Job Re-Advertisement

**Job Title:** Project Coordinator  
**Duration:** Three months (3) with possibility of extension  
**Direct supervisor:** Programme Manager  
**Job location:** Roving  
**Closing date:** 7<sup>th</sup> November 2023

APPROVED  
19/10/2023

## Organization profile

Initiative for Peace Communication Association (IPCA), established in 2010 is one of the indigenous and fast-growing humanitarian, peace and development organizations in South Sudan. IPCA's vision is anchored on peace with its thematic areas of Women Empowerment and Protection, Peace-Building and Conflict Mitigation, Access to Justice and Rule of Law, Child Protection and Education, Food Security and Livelihood. IPCA operates in six states of South Sudan namely Central Equatoria, Western Equatoria, Jonglei, Western Bahr el Ghazal, Lakes, and Eastern Equatoria State. IPCA works in partnership with local and international organizations to build synergies on result-oriented projects that support the most vulnerable members of different communities in South Sudan.

Our work seeks to contribute to building more peaceful societies through enhanced analysis and comparative knowledge and through supporting and implementing targeted and adaptive peacebuilding programmes. We seek to build knowledge through context and conflict analysis, contribute to change through long-term accompanying partnerships, and enhancing context-specific peacebuilding practice through comparative learning. As part of our work, we undertake comparative learning events, bringing together people to share knowledge and resources on relevant conflict issues in the country. Currently, the key conflict issues which we work to address are: dealing with the past legacies of conflict; the intersection between governance and peace; masculinity, youth and violence; and the climate change and conflict with a focus on community-level peacebuilding in the context of climate and environmental change, displacement and relocation

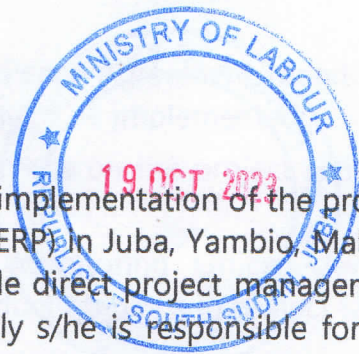


### **Purpose of the Position**

The Project Coordinator will ensure effective and efficient implementation of the project "Local Civil Society Engagement for Responsive Peace" (CERP) in Juba, Yambio, Malakal and Bentiu. The Project Coordinator is expected to provide direct project management support to the Peace Monitoring Officer. More specifically s/he is responsible for the development of corresponding monthly/annual implementation plans and budgets, allocation of appropriate resources to accomplish the plan and assuring that an appropriate monitoring system is in place to track progress and deviations of project implementation. The post holder will ensure effective coordination between peace projects and across a wider spectrum in the project target areas. S/he will ensure that the peace project activities are in line with IPCA's strategic direction and approaches and that they are contributing to the democracy, governance and peace building platform and the wider country strategic plan. In collaboration with IRC s/he establishes and maintains effective working relationships with state and county level government authorities, other local and private bodies, individuals and CBOs. The Project Coordinator will report to the Programme Manager who will be his/her immediate supervisor.

### **Specific functions and Responsibilities**

- In collaboration with the programme team plan, organizes and coordinates the overall operational activities of the peace project;
- Ensures that the peace building activities are implemented in accordance to the procedures, principles and operational guidelines as adopted in the grant agreement entered with the partners;
- Leads regular scheduled meetings with project teams and partners;
- Participates in wider coordination meetings and ensures dissemination of minutes to appropriate stakeholders;
- Participates in the formulation of strategic and policy decisions related to the design, development, implementation and evaluation of the project;
- Keep abreast of learning across the wider peace platform in the country;
- Leads in project implementation management on a daily basis to achieve project objectives based on the project performance indicators agreed with the donor and in line with the approved Budgets and Work Plans;
- Manages and supervises project implementation and evaluation across all components;



- Provide technical support and guidance to the Peace Agreement Monitoring Officer in developing advocacy and lobby strategy to be implemented;
- Supervise regular data collection and analysis on the on the project activities on the ARCSS peace implementation,
- In collaboration with the Peace Agreement Monitoring Officer develop advocacy and lobby materials; organize and conduct trainings in project target areas;
- Liaise closely with the advocacy and lobby working group in convening advocacy and lobby meetings and events;
- Be in regular communication and coordination with project partners and all stakeholders to build synergies for successful implementation of the project;
- Prepare quarterly and monthly Work Plans (AWP), including monthly targets and deliverables as well as spending targets in accordance with the project.
- Keep track of project spending in accordance with the project budget, as well as IPCA rules and procedures, to ensure transparency, responsibility, and timely fulfilment of both programme targets and budget targets;
- Represent IPCA at external meetings as deemed necessary;
- Performs any other related duties that may be assigned by the immediate supervisor.

## **Requirements**

### **Education & Experience**

- Qualifications and Requirements

#### **Education**

- Bachelor's or master's degree in Social Sciences, Peacebuilding or related fields
- Diploma in peacebuilding (added advantage)
- Certificate in Project Management, Change Management, or other related fields.

#### **Experience**

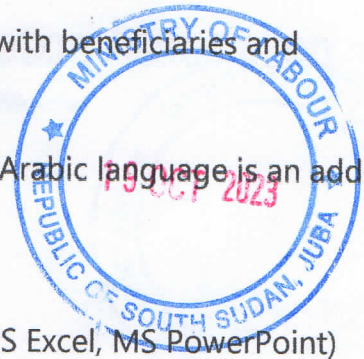
- Minimum of 5 years relevant experience

#### **Technical skills**

- Proven experience in project management
- Experience in community facilitation, conflict resolution and peace building



- Ability to develop and maintain strong relationships with beneficiaries and partners
- Strong analytical and writing skills
- Fluency in written and spoken English; knowledge of Arabic language is an added advantage
- Excellent communication and interpersonal skills
- Ability to perform and prioritize multiple tasks
- Proficiency in computer applications (i.e. MS Word, MS Excel, MS PowerPoint)



### **Competencies**

- Integrity
- Diversity
- Excellence
- Building partnerships
- Coaching
- Contributing to team success
- Proactive problem solving
- Managing performance for success
- Facilitating change

### **HOW TO APPLY**

Please, send us your cover letter, updated CV and copies of your academic credentials and National ID to [ipcarecruitment@gmail.com](mailto:ipcarecruitment@gmail.com) / [ipcaprogram@gmail.com](mailto:ipcaprogram@gmail.com) hard copies to be delivered to IPCA office located at Gudele 1, former Amadi State coordination Office, by 7<sup>th</sup> November 2023 by C.OB. Any applications received after the expiry date/time will not be considered

**Note** that only shortlisted candidates will be invited for interview. The Human Resource department will continue to screen applications upon receipt due to the urgency of the position.

