



INTERNAL/EXTERNAL JOB ADVERTISEMENT	
Job Title:	Branch Development Coordinator - JUBA
Duty Station:	SSRC – Headquarters
Department:	Organizational Development
Opening Date:	5th September 2023
Closing Date:	18th September 2023

Organizational Context

The South Sudan Red Cross (SSRC) is one of the 192 National Societies worldwide and was founded on the eve of South Sudan independence in 2011. The SSRC is a volunteer-based humanitarian society and works as auxiliary to the public authorities in the humanitarian field. Based on the Statutes of the International Red Cross and Red Crescent Movement, the SSRC was established through an Act of Parliament on 9th March 2012.

SSRC was formally recognized by the International Committee of the Red Cross (ICRC) on 18 June 2013 and in November 2013 the SSRC was admitted into the International Federation of Red Cross and Red Crescent Societies. SSRC's headquarters is based in Juba with a total of (21) branches and a growing network of units. There are currently over 230 SSRC staff, approximately 14,000 volunteers and Members across the Country.

The society's work is guided by seven fundamental principles (Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality) and by Strategy 2030 of the IFRC, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff **MUST** abide by and work in accordance with the Red Cross and Red Crescent principle.

Overall, Purpose

The Branch Development Coordinator is a member of the SSRC NSD team and will provide technical and administrative support to Head of Branches and/or Branch Development focal points to support strong and holistic branch development plans and initiatives. S/he will chair and convene the Technical Working Group on Branch Development and work with Movement Partners to develop and promote a coordinated SSRC approach to Branch Development within the scope of SSRC's work, in line with the 2022 - 2026 Strategic Plan and NSD Framework 2023-2026.

S/he will seek to ensure that SSRC's Branch Development initiatives are informed by best practice, utilising available tools developed by the Movement adapted to a South Sudanese context.

Reporting to the Organisational Development Manager, the Branch Development Coordinator will develop monitoring systems to measure impact of ongoing Branch Development initiatives and make recommendations for changes where needed.

The Branch Development Coordinator will ensure that all Branch development activities are consistent with the assessed priorities of SSRC, based on the NSD Framework and the Branch Development Framework, informed by the BOCAs undertaken during 2018, as well as the Organisational Capacity Assessment and Certification (OCAC) process undertaken in August 2022, and any other relevant assessments and evaluations.

The Branch Development Coordinator will work closely with the NSD team and Organisational Development Manager as well as Programme and Support Services colleagues at HQ to ensure a harmonised approach to Branch Development in SSRC, taking into account activities supported through projects and programmes as well as specifically targeted Branch Development initiatives.

Duties applicable to all staff:

- Work towards the achievement of the South Sudan Red Cross goal through effective managerial and lateral relations and teamwork.
- Ensure an understanding of roles, responsibilities and lateral relationships and accountabilities.
- Perform any other work-related duties and responsibilities that may be assigned by supervisor / line manager.
- Share and act in accordance with the Red Cross and Red Crescent Fundamental Principles and humanitarian values as well as SSRC's Code of Conduct.

Specific duties, responsibilities, and accountabilities.

- Coordinate Branch development and capacity building initiatives.
- Provide technical support to Branches on Branch development and support the Branch responsible persons and Governance with accessing relevant information on existing methodologies, trainings etc.
- Support SSRC branch responsible persons in implementing the BOCA plan of action (POA).
- Support Heads of Branches to develop strategies for local resource mobilisation, in close collaboration with the Resource mobilisation Coordinator.
- Monitor progress on the implementation of the SSRC Branch Development Framework and BOCA PoAs.
- Ensure that the Organisational Development Manager is frequently briefed on issues relating to the implementation of the BOCA PoAs.
- Ensure effective and efficient assessment is conducted to the newly created Branches.
- Facilitate workshops and trainings as needed.
- Keep up to date with new trends, tools and methodologies in regard to Branch Development.
- Facilitate roll out of Fundamental principles and IHL to branches in collaboration with responsible focal points.

Youth Development

- Work closely with the Youth and Volunteer officer to promote a systematic approach to Youth Development, including volunteer development mechanisms.
- Leadership Development:

- Analyse leadership development needs at branch level and develop a programme to strengthen branch leadership.
- Support the Organisational Development Manager in providing tools and trainings to branch governance structures as needed.

Governance and Membership:

- Assist the Organisational Development Manager and the SSRC Board to assess the governance development needs of all branches and identify priorities.
- Support the Organisational Development Manager and the SSRC Board to develop a programme of governance strengthening.
- Maintain accurate data on membership recruitment and retention, disaggregated by sex and age.
- Support Head of Branches to develop innovative and inclusive approaches to membership recruitment and retention, ensuring a mix in membership of sex, age etc.

Sustainability:

- Support the RM Coordinator and Organisational Development Manager to develop relevant income generating activities (IGA) at branch level, in line with the forthcoming SSRC RM policy.
- Advise Heads of Branches of available tools and support the implementation of the RM policy. Liaise with partners to promote an understanding of and support for SSRC's branches core costs budgets.

Partnership and Networking:

- Support Head of Branches in developing strong collaboration and coordination with relevant Government of the Republic of South Sudan (GRSS) ministries at the Branch Levels.
- Support Head of Branches identify and promote opportunities for SSRC branches to strengthen its relationship with key humanitarian actors including UN agencies, multilateral institutions, and NGOs.

Policy Development and Strategic Planning:

- Support Organisational Development Manager in the development and rollout of a harmonised branch development Framework for SSRC.
- Assure the branch perspective is considered in other policies or assure consultations at branch level are conducted and relevant perspectives are integrated. Support the Organisational Development manager to ensure that all policies developed are widely disseminated at branch level.

Red Cross Movement Coordination:

- Chair and convene the Technical Working Group on Branch Development
- Disseminate information on SSRC's Branch development priorities, including resource planning, to Movement partners.
- Work closely with Movement partners to ensure that their planned support for SSRC's NSD and capacity building is consistent with the Branch Development strategy, as well as BOCA PoAs.
- Assist in the follow up of Branch needs with the technical departments at HQs.

Learning:

- Promote peer to peer learning and exchange, as well as the dissemination of best practise examples to all branches.
- Ensure effective monitoring and evaluation of all SSRC Branch development activities.
- Maintain awareness of developments in the NSD sector, sharing innovation and best practice with key SSRC staff.
- Share SSRC's learning on Branch development and capacity building within the Movement and with other humanitarian organisations.
- Promote and encourage Branch staff to take lessons on E learning platforms.

Lateral Relationships:

- Establish and maintain effective working relationships with other SSRC colleagues at HQ and Branches.
- Ensure effective working relationships with ICRC, IFRC, and PNS colleagues.
- Ensure good working relations with public authorities at all levels.

Person Specification:**Education**

- University degree in social science (Economics, Business/Public Administration, Development Studies, International Relations, and Law) and any other relevant qualifications.

Experience:

- At least 4 years' experience of working with a Humanitarian organisation and preferably Red Cross Movement
- Strong demonstrated understanding of organisational development processes, and experience of working to support OD/NSD, capacity strengthening and volunteer management.
- Experience of financial management in voluntary sector organisations.
- Experience in planning.
- Experience in managing budgets.
- Good experience of the Red Cross and Red Crescent Movement.
- Strong experience of managing security issues in operations.
- Support in dissemination of security guidelines and training.

Skills, Knowledge and key competencies:

- Strong understanding of social, political, and economic issues in South Sudan.
- Coordination skills and an ability to maintain an overview of ongoing processes to ensure coherence.
- Strong leadership skills including effective interpersonal, communication, influencing and negotiation skills with proven track record and ability to manage and interpersonal conflict.
- Ability to establish flexible multidisciplinary teams in an environment conducive to continuous learning, creativity and innovation.

- Ability to develop and implement accountability and performance management systems and providing support for professional development.
- Strong facilitation skills (trainings and workshops).
- Broad knowledge of youth, volunteer and membership management policy and operating management systems
- A good understanding of security management including Safer Access principles.
- Excellent communication skills.
- Good analytical skills.
- Driving license.
- First aid skills advantage.

Languages:

- Fluency in English, both written and spoken
- Fluency in spoken Arabic
- Fluency in other South Sudanese languages would be an asset.

Personal Requirements:

- Team leader and team worker.
- Well organised.
- Ability to take initiative and work independently.
- Ability to innovate and seek information.
- Willingness to travel extensively in South Sudan.

How to Apply;

Interested applicants should submit their cover letter, CV with 3 references, copy of National ID and Certificates including daytime telephone contact addressing it to The Human Resources Department. Or by email: vacancy@ssdredcross.org. Please clearly indicate the position you are applying for on the Subject Line of your email.

Alternatively, applications can be hand – delivered to South Sudan Red Cross Headquarters. Plot #4, Block Ministries, Munuki Area, Juba. Please indicate clearly the position you are applying for on the back of your envelop.

You should arrange your documents in the following direction.

1. Cover Letter
2. Curriculum Vitae {CV}
3. Copies of Certificates and National ID or passport

Note: Only shortlisted candidates will be contacted for an interview and all the photocopies are not returnable and will remain the property of SSRC.

Female candidates are encouraged to apply.

