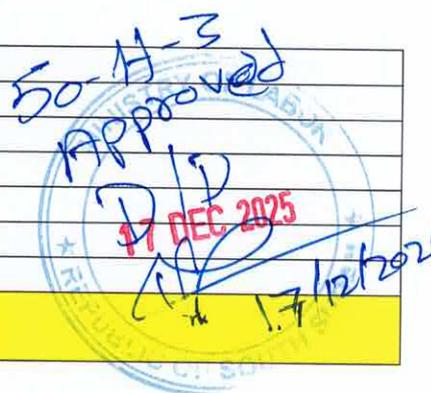




Job Title:	Field Coordinator/Team Leader
Job Reference:	FC/TL/2024/07
Job Type:	Full-time
Duty Station:	Aweil Town,
Reporting Line:	Program Manager
Location:	Aweil, Visit to other field locations
Deadline:	January 09, 2026
Link:	https://cvselectie.net/helpachild-southsudan/7688/



Organizational Overview:

Help a Child is an International Christian Humanitarian Organization established in 1968 with its headquarters in the Netherlands, country offices in India, and six African Countries, including South Sudan, Rwanda, DRC, Malawi, Kenya and Burundi. We provide a future for children living in poverty, their families, and their entire communities. We achieve this by empowering vulnerable communities to independently and sustainably enhance their living conditions and opportunities.

Position Summary

The Project Coordinator / Team Leader will serve as the head of the field office and primary representative of Help a Child in Aweil. The position oversees programme delivery, staff management, financial and logistical stewardship, stakeholder engagement, compliance, and safety and safeguarding responsibilities.

The coordinator will ensure that all programmes meet quality standards, achieve intended results, and adhere to Help a Child's policies, including strict zero tolerance for violence, exploitation, abuse, and sexual misconduct (PSEA). The role requires a strong, compassionate leader who can manage both technical and operational functions while fostering a healthy, collaborative team culture.

Key Responsibilities

1. Programme Leadership & Quality Assurance

- Provide overall leadership, planning, and coordination for two child protection programmes targeting street-connected children and vulnerable children in communities.
- Oversee effective implementation of programme activities, ensuring alignment with logframes, donor requirements, budgets, and timelines.
- Conduct regular monitoring, support supervision, and field visits to ensure service quality and programme relevance.
- Lead case management strengthening processes and ensure adherence to national and organisational child protection standards.

2. Field Office Management & Representation

- Act as the official representative and head of Help a Child in Aweil town.
- Manage all resources assigned to the field office, including human resources, finance, assets, logistics, and operations.
- Maintain a well-functioning, secure, and compliant office environment.
- Build strong relationships with local government authorities, community structures, churches, CSOs, orphanages, child protection actors, and cluster partners.
- Represent the organisation in donor meetings, clusters, inter-agency forums, and local coordination platforms.

3. Team Leadership, Mentorship & Staff Development

- Directly supervise:
 - Four Social Workers



- Finance Assistant
- Child Protection Assistant
- Community Facilitators
- Provide coaching, mentorship, and regular performance feedback.
- Build a vibrant, supportive team culture grounded in accountability, respect, and collaboration.
- Ensure staff understand and comply with safeguarding, PSEA, anti-fraud, and child protection policies.

4. Compliance, Safeguarding & Risk Management

- Enforce strict adherence to Help a Child's internal policies, financial procedures, procurement guidelines, HR policies, safety protocols, and safeguarding frameworks.
- Promote a field office environment where violence, abuse, exploitation, and harassment are never tolerated.
- Lead risk analysis, mitigation, and reporting processes.
- Ensure timely, high-quality reporting (internal and donor) with strong data accuracy and documentation.

5. Finance & Logistics Oversight

- Oversee field-level budget implementation, expenditure tracking, cash flow planning, and financial accountability.
- Ensure procurement and asset management follow organisational and donor guidelines.
- Approve field-level spending within delegated authority and support the finance assistant to maintain transparent financial systems.

6. Resource Mobilisation & Partnership Development

- Contribute to concept note and proposal development for field-level funding opportunities.
- Identify new partnership opportunities with local government, INGOs, churches, community organisations, and private sector actors.
- Support visibility and impact communication efforts in coordination with the Country Office.

Minimum Qualifications, Skills & Experience

Education

- Bachelor's degree in social work, Child Protection, Development Studies, Community Development, Psychology, or related field.
- A master's degree is an added advantage.

Professional Experience

- Minimum **5-10 years** of experience in project coordination, child protection, or programme leadership roles in NGOs.
- Demonstrated experience in managing teams, budgets, and donor-funded projects.
- Strong understanding of case management, child protection standards, and safeguarding principles.
- Experience coordinating with government agencies, donors, clusters, and humanitarian partners.

Skills & Competencies

- Strong leadership, interpersonal, and supervisory skills.
- Excellent communication and representation abilities.
- Ability to work under pressure, manage multiple priorities, and make sound decisions.
- High integrity and commitment to safeguarding children and vulnerable groups.
- Strong analytical, reporting, and problem-solving skills.
- Proficiency in English; knowledge of Dinka or Arabic is an advantage.

Core Values & Safeguarding Commitment

Help a Child is committed to safeguarding children and preventing all forms of abuse, exploitation, and harassment. The successful candidate will undergo a background check and must sign and adhere to:

- Child Safeguarding Policy
- PSEA Policy
- Code of Conduct
- Anti-Fraud and Integrity Policies



How to Apply

Interested and qualified candidates should submit the following:

- Updated CV (maximum three pages)
- Cover letter describing suitability and motivation
- At least three professional referees (one must be a direct supervisor)



Benefits:

- Competitive salary and benefits package
- Opportunities for professional growth and development
- Dynamic and supportive work environment
- Chance to make a meaningful difference in the lives of vulnerable children and communities

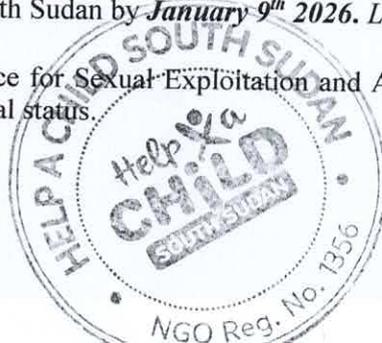
Competency

<p>Integrity Maintain generally accepted and social ethical standards in activities that have to do with the position</p>	<ul style="list-style-type: none"> • Accepts responsibility for own decisions and actions. • Compliant with internal standards and HAC values, even when this could lead to disadvantages, tension, or conflicts. • Does what he/she says and keeps promises and appointments. • Respect and protect entrusted confidential information. • Provide information on his / her opinion on business ethics, safety, and the environment.
<p>Cooperation Actively contributing to joint results, even when the subject involved is not of immediate personal interest. Sharing information and knowledge with others.</p>	<ul style="list-style-type: none"> • Ready to collaborate with other disciplines or organizational units. • Appreciates information and knowledge sharing. • Encourages teamwork and enhancement of working relationships. • Is willing to make concessions to get a step ahead as a group. • Initiates collaboration between different groups to achieve a joint result. <p><i>Approved - Labour</i> <i>17/12/2025</i></p>
<p>Beneficiary orientation Anticipating the interests of beneficiaries. Giving high priority to service preparedness and beneficiary satisfaction.</p>	<ul style="list-style-type: none"> • Proposes the beneficiaries that best fit current and future needs. • Discusses (unwise) choices from the beneficiaries/ partners and makes improvements and informed decisions. • Investigates the satisfaction and further needs of the beneficiaries/partners after delivering the services.
<p>Networking Building relationships and networks that help achieve goals. Making effective use of informal networks to get things done.</p>	<ul style="list-style-type: none"> • Encourages colleagues and partners to maintain and expand their internal and external contacts and makes suggestions. • Bring internal relationships/networks into contact with external relationships/networks. • Asks friends to collaborate in making contacts with potential relationships and/or networks. • Uses own network to achieve the goals of others. • Uses the relationships from their own network to realise the goals of the project and Help a Child.

How to Apply:

If you are a motivated and experienced Development worker looking to join a team dedicated to making a difference in the lives of children and communities, please submit your application through this link: <https://cvselectie.net/helpachild-southsudan/7688/> or by hand delivery to Finance and Administration Office at Help a Child South Sudan, Scandic Premises, Plot No 21(A), Block (BXVI), Hai Matar next to Crown Hotel, Airport Road, Juba-South Sudan by **January 9th 2026**. *Ladies are highly encouraged to apply.*

Help a Child has zero tolerance for Sexual Exploitation and Abuse (PSEA), and discrimination based on gender, race, colour, or physical status.



Due to the urgency of these positions, Help a Child will review applications on a rolling basis and may fill the positions before the deadline.

Note: Only shortlisted candidates will be contacted for an interview.

