



## VACANCY ANNOUNCEMENT

**Position:** Field coordinator (Mugali, Eastern Equatoria State)

**Department:** Programming

**Reports to:** Team Leader/Training Coordinator

**Location:** Mugali.

FARM STEW South Sudan is a registered National NGO working in South Sudan since 2018. It is part of an international network partnered with FARM STEW International headquarter in the United States. FARM STEW South Sudan (FS-SS) began its operations in December 2018 with funding from the Swiss Agency for Development and Cooperation. FARM STEW International is an active partner operating from a small but generous donation base in the United States.

FS-SS missions is to improve the health and well-being of poor families and vulnerable people by sharing the recipe of abundant life throughout the world. FARM STEW trains local leaders in holistic community development with 8 "ingredients" in a "recipe" for a healthy lifestyle. It's an acronym standing for organic sustainable Farming, positive Attitude, Rest, whole-foods plant-based Meals, Sanitation & hygiene, Temperance, small business Enterprise, and clean Water.

FS-SS believe in the words of Jesus, "I have come that they may have life and have it more abundantly" It is a Christian organization that serves all people inspired by the love and compassion of Christ. Training and resources are never conditioned upon another person's religion or their response to faith issues. All individuals and communities are treated with respect and served without discrimination of any kind.

FARM STEW South Sudan is looking for a suitable candidate to fill the positions of **field coordinator for Mugali in Eastern Equatoria**. The position holders will be based in Mugali. The positions are 100% field based.

**Job Purpose:**

The incumbent will plan, develop and implement the project program in response to the needs of the organization and beneficiaries. Supports the developmental needs of beneficiary's sites and coordinates all the project activities in the project area.

## **Job Details:**

### **Project management**

- Enabling and overseeing effective, efficient and timely implementation of all the project according to agreed contracts, budget, policies and in accordance with specific donor requirements in close coordination with the field trainers
- Ensure that relevant beneficiary data is collected, compiled, analyzed and distributed and that relevant assessments are conducted in the project area.
- Provide regular, internal and external reports and other relevant information on project activities, community response, local government relations.
- Develop ideas and good quality information for new proposals to expand the project
- Lead the planning and development of concept papers, budgets and project proposals with support from the team leader
- Ensure effective coordination and visibility of the implementation of the projects with all humanitarian and development actors.
- Supports the country Director in drafting, promoting, and rolling out all strategic planning documents in consultation with all staff
- Prepare work plans, submit procurement and budget forecast for implementation of
- Attend all scheduled FARM STEW Training and continuing education programs for Trainers to complete and maintain required certification.
- Plan to conduct training sessions for FS-Trainers and selected households at least 2 days a week, including both theoretical teaching and hands-on demonstrations.
- Be available and engaged in the work a minimum of 40 hours per week, Monday to Friday. No work on Saturdays.
- . Submit all receipts and reimbursement forms within one week of purchase of supplies

### **Monitoring and Evaluation and learning**

- Ensure to submit bi weekly, monthly and quarterly reports in a timely manner and ensure that review meetings are conducted according to requirements, documented and action points followed up in a timely manner.
- Ensure that project key lesson learnt are incorporated in the implementation and in future project proposals.
- Collect training data and records for project reporting.
- . Assist in collection of Success stories in form of written form, audio, photo/video formats for reporting to donors
- Ensure the timely submission of high quality reports to office according to the appropriate guidelines.
- Attend bi-weekly team meetings and others as required by Project Team Leader.
- Provide a bi-weekly account of activities completed and projected for the following two weeks

## **Administration**

- Provide appropriate and timely feedback to field staff regarding their performance, including, monthly and quarterly staff performance. Identify staff needs and opportunities for professional development.
- Experience of and commitment to participatory management and maintaining a supportive, open environment to ensure the learning and development of all staff
- Experience of managing and mentoring local staff
- Familiar with the sustainable Development Goals, Sphere standards, core humanitarian standards
- Ensure HR, administrative and management files are compiled and safely kept
- Attend all scheduled FARM STEW Training and continuing education programs for Trainers to complete and maintain required certification.

## **Skills /Person specification**

- Knowledge and expertise in the areas such as health, food security and livelihood
- Excellent communication skills
- Ability to represent, liaise and negotiate at different levels (national, state, Payam etc.)
- Knowledge/familiarity with Mugali Payam
- Good interpersonal skills including, the ability to listen, sensitivity to other people's views and perspectives and conflict resolution
- A committed Christian and faithful in fear of God
- Holding strong views on safeguarding issues.

## **Personal Skills**

- Ethical conduct in accordance with recognized professional and organizational codes of ethics

## **Special Skills, Aptitude or Personality Requirements:**

1. A Christian with strong convictions who is also in agreement with FARM STEW's mission statement, Statement of Faith, and Code of Conduct.
2. Excellent analytical skills with ability to detect and report inconsistencies
3. Accuracy and completeness with great attention to details
4. Willingness and flexibility to work as the leader of a team
5. Social and cultural understanding.
6. Computer literate with good working knowledge of word processing, Excel spreadsheets and email software programs.
7. Excellent written and verbal communication and interpersonal skill
8. Ability to be approachable and provide a listening ear for all staff

## **Education qualification.**

Minimum of Diploma in agriculture, food science, public health, community development studies or other related field.

## **Work experience:**

- At least 2 years work experience in coordinating an FSL or public health project/program, preferably in humanitarian agencies

**How to apply:**

- Interested Candidates should submit a **Non-refundable** application letter and Updated CV together with the names of three professional referees alongside with a copy of a nationality ID card to FARM STEW South Sudan country Office located at ADRA Compound not later than **Monday 20<sup>th</sup> July 2020** or email it to [lasu@farmstew.org](mailto:lasu@farmstew.org) and copy [doreen@farmstew.org](mailto:doreen@farmstew.org)  
Candidate in Mugali can drop their hard copy application and CVs to Mugali Payam office and those in Nimule town will drop theirs to Nimule Seventh Day Adventist Church Compound.
- Female candidates are encouraged to apply
- Only candidate who meet the selection criteria will be contacted
- ***The position is for non – relocatable staff and open only to South Sudanese nationals***
- ***Only shortlisted candidates will be contacted, and applications submitted will not be returned***
- ***This job description in no way states or implies that these are the only duties to be performed by this employee. He/she will be required to follow any other instructions and to perform any other duties requested by the South Sudan Executive Director and Designees.***