

Bilpam Road
Opposite Tongpiny Cemetery
Juba, South Sudan

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APPROVE

ELIZAN

24/9



Justice for Children
Organization

(J4CO)

Fighting For The Rights Of Children



Date: 24th/09/2021

Vacancy Announcement Justice for Children Organization (J4CO):

Position: Field Coordinator (1)

Report to: Education Officer

Location: 100% Field (Unity State-Mayom County)

Term: Full time 10 months contract (renewable based on performance and funding availability)

Starting Date: as soon as possible



Background

Justice for Children Organization is registered a national non-governmental, non-partisan and non-profit making organization founded in 2016 and registered with Relief and Rehabilitation commission. Its core principles is to deliver services to communities in South Sudan. Our operations is based in Unity State, Leer County, Mayendit and Koch county supporting Education programs in partnership with UNICEF. J4CO is carrying out a new education SSHF funded project in Mayom county of Unity state in partnership with UNOCHA.

J4CO is looking for a Suitable qualified South Sudanese national to fill in the position of Field coordinator to be Base in Field in Mayom County OF Unity State.

1.0 Overall objectives/Job Summary of Field Coordinator

The major functions of field Coordinator for **J4CO** will oversee the management and coordination of education project activities and expenditures to ensure successful delivery of education project with help of field education officer. The field Coordinator will work with the education officer, program manager and community mobilizers to monitor implementation progress and adaptively manage project activities and resource allocation in keeping with project goals and targets.



2.0 Key Roles and Responsibilities

The following are the specific duties, roles and responsibilities of field coordinator.

- ❖ Uphold the mission, vision and values of Justice for Children Organization (**J4CO**)
- ❖ To adhere the rules and regulations, procedure and policies of **J4CO**
- ❖ Build strong and collaborative relationships with project mobilizers and teams, provide oversight, direction, and ensure coordination of project teams to implement annual work plans and deliver high impact results. Ensure that all activities are being executed timely manner.
- ❖ Monitor and assess implementation progress, identify barriers and constraints, and work collaboratively with project education teams to devise solutions.
- ❖ Facilitate team planning and assessment meetings to assure sound integration across work streams and achieve cross-learning.
- ❖ Identify strategic initiatives related to continuing **J4CO** activities and identify new ideas and initiatives that maximize J4CO ability to succeed.
- ❖ Responsible for overall supervision of the project activities.
- ❖ Maintain and strengthen a high-functioning and collaborative working relationship. Sharing of communication check list with the staff and follow ups for ensuring its implementation in the field activities.
- ❖ Monitoring visits to field and to provide technical support to field staff.
- ❖ To develop linkages with other key players working in the field.
- ❖ Provide guidance for the field level activities and facilitate staff for implementation and issues resolution.
- ❖ Share progress of on-going activities of the project and future plans in line with the project plan with the Head Office with required support if any.
- ❖ Facilitate team in developing agenda points for the coordination level
- ❖ Oversee organizational assets and ensure efficient and effective use of resources in the field.
- ❖ Provide full cooperation and support to team handling project related complain
- ❖ Must be responsible for conflict management and resolves issues in a timely manner.



- ❖ To make sure that all targets are achieved in time and with quality
- ❖ Identify the topics/ contents of the areas of staff improvement and suggests Management for the on job capacity building.
- ❖ Ensure that project activities are in accordance with norms and standards of SSHF/UNOCHA & J4CO as well as according to available budget lines and limitations.
- ❖ Keep education officer and program Manager in loop while taking any decision.
- ❖ Holds regular status meetings with project team.
- ❖ If there is any issue raised regarding staff, He/she must handle it highly level of professionalism keeps HR in loop.
- ❖ Identifies opportunities for improvement and makes constructive suggestions for change.
- ❖ Helps team execute career development plans.
- ❖ Be aware of and adhere to the provisions of J4CO PSEA policy.
- ❖ Report and respond to safeguarding and SEA concerns and breaches in line with the applicable procedures of J4CO
- ❖ Maintains confidentiality of safeguarding PSEA concerns reported.
- ❖ Never participate in any form of SEA.
- ❖ And must adhere to any other office related functions other than above mentioned tasks above.

3.0 Required Education qualifications

- ❖ 2-4 years of experience in implementing and coordinating programs in Humanitarian context specifically education projects specially UN Partners.
- ❖ A minimum of a diploma in education or related field. A degree is an added advantage
- ❖ Knowledge about Mayom county is an added advantage

Skills and Abilities:

- ❖ Strong communication skills.

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- ❖ Organizational skills, including an ability to work independently and take initiative.
- ❖ Excellent computer skills (MS Publisher, MS Word and Excel and power points)
- ❖ Management Skills
- ❖ Budget skills
- ❖ Reporting skills
- ❖ Good Monitoring and Evaluation skills
- ❖ Accountability Skills
- ❖ Coordination Skills
- ❖ Good analytical skills and attention to detail.
- ❖ Flexible, highly motivated self-starter.
- ❖ Fluency in written and spoken English, Local language and Arabic Language

4.0 How to apply:

Those who meet the requirements please submit a one-page cover letter and an updated CV (No more than 4 pages) with details of your qualifications and work experience including three professional references to justicechildren16@gmail.com or to HR/Administration office Justice for Children Organization, Juba Office along Bilpam not later than **13th/10/2021**. All offers of employment are made contingent upon the successful completion of all applicable background checks.

Due to urgency of the position, applications will be review as they are being received and only shortlisted candidates shall be contacted.

J4CO is an equal opportunity employer and does not discriminate candidate's base on their Religious beliefs, ethnicity, ancestry or gender. Qualify Female candidate is strongly encouraged to apply. Only finalists shall be contacted, all documents summited will not be returned and are subject to authenticity and background checks. Only send photocopies.