



**ACTION AFRICA HELP SOUTH SUDAN  
VACANCY ANNOUNCEMENT  
COORDINATOR WFP PROJECTS IN  
SOUTH SUDAN**



<b>Job title</b>	Coordinator WFP Projects in South Sudan
<b>Team / programme</b>	Food Security and Livelihoods
<b>Location</b>	Juba, South Sudan
<b>Contract type</b>	Fixed
<b>Reports to</b>	Country Food Security and Livelihoods Coordinator



**BACKGROUND**

AAHI has been operational in South Sudan since 1987, focusing on health and nutrition, community-based food and livelihood security through agriculture, peacebuilding, WASH, emergency relief, and savings and lending activities.

AAHI also helps strengthen organizational capacity of local institutions. As a result of the ongoing conflict in South Sudan, many households are experiencing a precipitous decline in access to and consumption of adequate nutritious food leading to a dire nutrition outlook especially for children under 5 years and pregnant and lactating women (PLW). These new shocks are occurring against a backdrop of severe chronic food insecurity and persistently high levels of acute malnutrition and child mortality. Considering this deteriorating trend, AAHI has entered into a Field Level Agreement (FLA) for; warehouse management, general food distribution with WFP, that includes a Blanket Supplementary Feeding Program (BSFP) in Central Equatoria and Reng States. AAHI South Sudan seeks a qualified and experienced Coordinator for WFP Projects to oversee the AAHI funded by WFP in Juba County and Yida, Jam Jang and Pamir in partnership with World Food Program (WFP). The coordinator will ensure necessary linkages between the existing field location and any other locations in the future with WFP office in Juba.

**JOB SUMMARY**

The Coordinator WFP Projects will supervise of the Field Team Leaders to ensure that WFP commodity is properly managed and distributed, to provide necessary reporting to AAHI and WFP, and to ensure field teams receive the required logistical support. The coordinator will also work to expand AAHI involvement in WFP programs in the Country and ensure high quality programming. The Coordinator will be based in Juba, with considerable field travel, and will report to the AAHI Food security and livelihoods Coordinator.

**SPECIFIC RESPONSIBILITIES**

**Leadership and Representation**

- Provide strategic vision and leadership to the WFP Projects
- Represent AAHI and the project teams at all relevant donor and stakeholder meetings
- Participate in all strategic planning meetings and activities
- Provide regular updates to partners, country program leadership, and government and non-government coordination bodies as requested
- Establish and maintain good working relations with WFP and other external agencies and organizations, local partner organizations, provincial and local government offices, and all stakeholders in the respective geographic areas
- Facilitate exchange of information and experiences.



### **Program Quality and Management**

- Liaise with WFP to develop and implement monthly and weekly plans for the teams, and to resolve problems in a timely and efficient manner
- Coordinate team members' travel to the field and ensure field teams have relevant and timely access to all necessary information, equipment and support
- Ensure, in consultation with the Food Security and Livelihoods Coordinator, project compliance with WFP and AAHI standards and AAHI principles of justice, solidarity, and subsidiarity
- Facilitate appropriate problem solving relevant to AAHI programming activities
- Provide technical and managerial advice to the country program regarding the implementation of the FLA
- Train, manage, and monitor a team of WFP projects' Field Team Leaders responsible for assessment, community relations/coordination, monitoring and evaluation, and oversight of all AAHI programming activities on the projects.
- Work with AAHI Country Program Officer MEAL staff to develop and implement monitoring systems, and ensure that M&E systems are properly implemented and reported by team members
- Manage the collection of field level data and reports, and ensure submission of timely reports and invoices to the Food Security and Livelihoods Coordinator
- Lead implementation of the MEAL policies and procedures that are mandatory for the WFP project
- Ensure project compliance with donor and AAHI regulations
- Approve project expenditures, carry out regular budget tracking and take the lead on official requests for modifications when needed

### **Business Development**

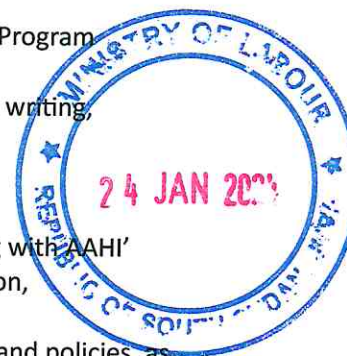
- In collaboration with the Food security and Livelihoods Coordinator and Country Program coordinator, identify and preposition for new funding opportunities
- Support the development of new project proposals (assessments, project design, writing, technical review, etc.)

### **Supervision**

- Ensure annual performance planning and reviews of staff performance in keeping with AAHI' performance management system. Mentor staff to ensure high levels of motivation, commitment, capacity and teamwork
- Ensure staff compliance with all AAHI administrative and operational procedures and policies, as well as applicable donor regulations
- Identify training needs for team members under his/her supervision and support the development of Program Quality capacity building for team members and partners
- Hold regular meetings with project staff
- Assist staff in maintaining healthy relationships with local government, and cooperating organizations through regular contacts, visits and fulfilment of program requirements

### **General**

- Ensure that AAHI policies and regulations are followed by all team members; especially field security guidelines
- Coordinate with the Security Manager and Country Representative on security to provide any pertinent security information to the security manager and receive updates on a regular basis
- Participate in AAHI meetings and workshops on strategic planning and agency-wide initiatives as requested by supervisor
- Travel to the field regularly to directly oversee program implementation
- Other duties as assigned by the Food Security and Livelihoods Coordinator



### **Emergency Competencies**

- Communicates strategically under pressure
- Manages stress and complexity
- Actively promotes safety and security
- Manages and implements high-quality emergency programs

### **Program Manager Competencies**

- Sets clear goals and manages toward them
- Collaborates effectively with staff and stakeholders
- Manages financial resources with integrity
- Applies program quality standards to project design and organizational learning

### **MEAL Competencies**

- MEAL Management: Develops and manages MEAL budgets that support effective and quality MEAL systems, including ICT if appropriate
- Monitoring: Facilitates the use of monitoring data during quarterly participatory reflection events and other fora with partners and other stakeholders to inform project decisions
- Learning: Promotes the application of learning to improve program quality and to strengthen agency influence among external stakeholders
- Analysis and Critical Thinking: Makes informed decisions based on: key findings, trends, comparisons between sub-groups, and by making explicit important assumptions.

### **KEY WORKING RELATIONSHIPS**

Internal: Country Food security and Livelihoods coordinator, WFP Team Leaders, WFP project Staff, AAHI logistics and Procurement and Finance Staff

External: WFP, UNICEF, other UN agencies, host country government ministries, NGOs, local partners and local community members.

### **REQUIRED EXPERIENCE AND QUALIFICATIONS**

- Minimum 5 years' experience managing humanitarian food programs, with WFP
- Master's level degree or equivalent in related field
- Minimum three years proven management experience.
- Experience in supervising teams and in leadership roles in general
- Experience of living and working in difficult conditions
- Strong coordination and organizational skills
- Data management skills and experience
- Excellent interpersonal, oral and written communication skills
- Extremely flexible and have the ability to cope with stressful situations.
- Ability to communicate and develop reports to a high standard in English.
- Able to spend time in difficult field conditions.
- South Sudanese are encouraged to apply.

Disclaimer: This job description is not an exhaustive list of the skills, effort, duties, and responsibilities associated with the position.

### **APPLICATION PROCEDURE**

Interested applicants can submit their application – CV and cover letter – (max. four pages) in English, including copies of certificates/ diplomas, national ID, providing names of three referees and a telephone contact.

Applications should be submitted by email to [info@imatongemploy.com](mailto:info@imatongemploy.com) Subject-line must be "AAHI COORDINATOR WFP PROJECTS".



Hard copies may be dropped to the Imatong Employment Solutions office in Hai Kuwait – please contact +211 921 277 383 for directions.

Please note that incomplete applications will be disregarded. Only shortlisted candidates will be contacted.

Questions regarding the position can be directed to e-mail: [info@imatongemploy.com](mailto:info@imatongemploy.com) – please mark the e-mail with “Questions – AAHI Coordinator WFP Projects”.

Applications should not reach later than **13 February 2024 at 5pm**.

**AAHI is an equal opportunities employer. Both qualified male/females are encouraged to apply or compete for these positions.**

