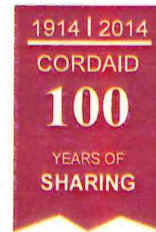




BUILDING FLOURISHING COMMUNITIES



Vacancy notice

Advert opens 12th April 2023



Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise, and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programs in the area of Emergency Response, DRR, Health, Food Security, Security & Justice, Women Leadership and Investments.

Presently, Cordaid is expanding its program in different parts of the country. For that purpose, additional capacity is required. Therefore, Cordaid South Sudan would like to recruit for the position of **Coordinator National Secretariat-JF as detailed below.**

Position: Coordinator National Secretariat-JF

Based Location: Based in Juba with frequent field travel.

Number of positions: One (1)

Reporting Lines:

The Coordinator National Secretariat-JF reports to the Country Director, coordinates consortium issues with the consortium coordinator and Cordaid project matters with the program manager based at Cordaid Global Office.

The coordinator will also continuously brief the Country Director on the project progress, challenges, and proposed recommendations to ensure the success of the project.

Purpose of the position

The coordinator has two main tasks: (1) to host the national secretariat¹ and (2) to ensure implementation of the Just Future Cordaid program activities.² Consequently, the coordinator



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will ensure proper functioning of the national secretariat, through planning and coordination with the in-country partners, and will lead the reporting to the international secretariate. Additionally, the coordinator will take the lead in design and implementation of lobbying and advocacy activities according to the goals of the program and will plan and liaise within Cordaid and with the partners that fall within Cordaid responsibility to ensure that implementation of lobbying and advocacy and capacity development activities will be conducted as planned.

Key accountabilities and Responsibilities

Consortium coordination

- Lead the National Secretariat team.
- Facilitate consortium meetings to ensure coordination of program activities within the consortium at national level, including annual planning and budgeting.
- Ensure country reporting to the international secretariat based on M&E mechanisms.
- Prepare meetings and report to the National Steering Committee
- External representation of the program at country level

The detailed role of the National Secretariat is described in the Just Future program document.

Ensure implementation of Cordaid activities within Just Future



Coordination lobby & advocacy activities

- Manage partner contracts and responsibilities
- Facilitate the development of lobby & advocacy plans with clear lobby & advocacy targets and strategies for the Country Office and local partners, according to the goals of the programme and in coordination with the Cordaid program manager.
- Coordinate lobby & advocacy activities of Cordaid and local partners
- Develop and maintain a network of influential decision-makers/ stakeholders
- Engage in strategic advocacy activities, by reaching out to government actors, UN agencies, donors and other relevant stakeholders and by representing the consortium in networks, conferences and relevant platforms
- Lead the Cordaid Just Future programme team

Political analysis and research

- Carry out ongoing political analysis in the context of Just Future that feeds into existing or new lobby & advocacy plans.
- Develop evidence-based insights and policy recommendations based on above-mentioned analysis and based on findings of research partners.

Alignment with international activities

- Align the national dimension of the SP's lobby & advocacy strategy in the country to the international strategies developed by consortium partners
- Participate, where appropriate, in international lobby & advocacy activities, in close coordination with lobbyists at the international level
- Lobby & advocacy capacity development



- Participate in the assessment of the capacity of partners and key actors at local and national level to deliver on advocacy objectives
- Participate in activities for capacity development of implementing partners and knowledge sharing in the field of lobby & advocacy

Qualifications and skills

- Degree in human rights, humanitarian law, gender and development, political science or related social sciences.
- At least 5 years progressive experience working in human rights, humanitarian law or related discipline.
- Strong background in programme management with multi-stakeholders in insecure environment.
- Ability to establish a viable network of civil society organization among different sectors (Health, Education, Business, Legal, Finance etc) throughout South Sudan.
- An effective communicator and can connect with people from different walks of life.
- Has deep knowledge and understanding of human rights principles and provide practical and theoretical trainings to civil society organizations.
- Proven skills in mentoring, coaching and on job capacity building.
- Able to communicate effectively in written and spoken English. Additional understanding of spoken Arabic is desirable.
- Proficiency in working with Microsoft Packages including word and Excel.
- Effective budget preparation skills
- Excellent people management skills including team leadership and conflict management.



Further information and how to apply

Interested and qualifying applicants can submit their application letter including CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 4 professional references, including most recent/current employer/supervisor to the following email hr.southsudan@cordaid.org

Mention the vacancy reference number position in the subject line on the envelopes.

CSS004/04/23 Coordinator National Secretariat-JF.

or

Applications can also be hand dropped at Cordaid Juba office and Cordaid Juba field office to the attention of the **Human Resource and Administration Manager – Cordaid Juba South Sudan Country Office.**

Deadline for submission is by the **03rd May 2023**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply.

Only shortlisted candidates will be contacted.

An integrity check will be part of the recruitment procedure. All applications submitted cannot be returned.

(South Sudanese Nationals Only)

