



South Sudan  
Red Cross



JOB ADVERTISEMENT	
Job title:	ECHO Project Coordinator
Job Location	SSRC Bor Branch, Jonglei State
Unit/dept:	Disaster Management
Reports to:	DM Manager HQ and Head Branch Bor Branch
Open Date:	21 <sup>th</sup> May 2021
Closing Date	4 <sup>st</sup> June 2021

### ORGANIZATIONAL CONTEXT

The South Sudan Red Cross (SSRC) is one of the 193 National Societies worldwide and was founded on the eve of South Sudan independence in 2011. The SSRC is a volunteer-based humanitarian Society and works as auxiliary to the Public authorities in the humanitarian field. Based on the statutes of the International Red Cross and Red Crescent Movement, the SSRC was established through an Act of Parliament on 9<sup>th</sup> March 2012.

SSRC's headquarters is based in Juba with a total of 17 branches in South Sudan's ten states and a growing network of sub-branches, 54 to date. There are currently 224 SSRC staff members across headquarters and branches and over 14000 volunteers across the country.

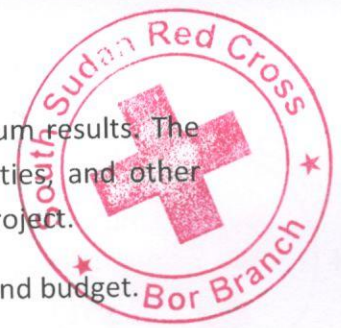
The society's work is guided by seven fundamental principles (humanity, impartiality, neutrality, independence, voluntary service, unity, and universality) and by Strategy 2020 of the IFRC, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff **MUST** abide by and work in accordance with the Red Cross and Red Crescent principles and sign and follow a code of conduct.

### **SUMMARY JOB PURPOSE:**

Reporting to the Disaster Management Manager at HQ for technical support and the Head of Branch Bor Branch as a direct supervisor, the incumbent will be responsible for the overall timely and quality implementation of the ECHO funded project: Preparing Vulnerable Communities for Multi-hazard Disasters in Bor County, South Sudan. The Project Coordinator will work closely with the EWS Officer, Project Accountant, local partners to ensure day to day activities are implemented according to schedule, budget and quality with technical support from HQ. S/he will continually monitor all aspects of project performance. S/he will be responsible for outlining a work plan for the implementation of this project including identifying



methods of operations for effective programming and achievement of maximum results. The Project Coordinator will be responsible for coordinating with, local communities, and other local organizations and government institutions needed for the success of this project.



The project activities are based on the ECHO proposal, Log Frame, activity plan and budget.

Project Coordinator (PC) will be answerable to the Head of Branch (HoB) as a direct supervisor and to the DM Manager on technical matters.

### **JOB DUTIES AND RESPONSIBILITIES:**

- Manage all operations related to ECHO funded Project in Bor according to the work plan, budget and implementation strategy
- Review and update work plan throughout the project period in cooperation with the EWS Officer and HQ technical leads
- Monitor and pro-actively track and manage project budget and ensure it is updated at all time and in compliance with ECHO requirements
- Coordinate and manage relationships with the stakeholders of the project, including other ECHO implementing partners, beneficiaries, local government and relevant line ministries
- Document all project activities, achievements and challenges in monthly and final reports and by any other means as requested by the donor
- Participate in relevant coordination meetings and working groups and collaborate with clusters in Bor
- Work closely with the DRC delegate to conduct regular meetings with branch staff and key volunteers to plan, prepare, and execute activities, and capture lesson learned.
- Perform other duties as assigned by supervisor/line manager.

### **Program Operations Leadership and Management**

- Initiate all procurement and tender processes related to the project in coordination with relevant technical advisors and Procurement team in compliance with SSRC policies and procedures
- Deal with any challenges within the project and ensure that work flows according to plan always and flag any challenges.

### **Monitoring and Reporting**

- Work with technical staff to collect, prepare, and timely submit monthly, quarterly, annual and monitoring reports to HQ concerned departments such as Disaster





Management and PMER, including other technical support during baseline surveys, assessments and evaluations.

- Contribute to financial management and reporting, and follow-up on accounts in coordination with the Finance Officer and Branch Director – including frequent checking of exchange rates, allocation, and appropriateness of expenses and coding of activities according to the budget at branch level.



## **Collaboration and Representation**

### **Within the Movement**

- Establish and ensure effective working relationships with the other colleagues.
- Ensure effective working relationships with the ICRC, IFRC, DRC and other Partner national Societies (PNS) counterparts and leadership.
- Ensure effective working relationships with technical and service departments at regional and international level

### **Externally**

- Establish and ensure effective relationships with local leaders and Government stakeholders ensure coordination with other INGOs, Civic Groups and UN Agencies
- Represent SSRC with Government and non-government agencies and participate in relevant cluster and working groups meetings.
- In case of emergency, be prepared to contribute to the delivery of an appropriate and timely response.

### **Duties applicable to all staff**

- Work towards the achievement of the South Sudan Red Cross goals in the South Sudan region of operation through effective managerial and lateral relations and teamwork.
- Ensure understanding of roles, responsibilities, lateral relationships, and accountabilities.
- Perform any other work-related duties and responsibilities that may be assigned by the line manager.
- Share and act in accordance with the Red Cross/Red Crescent fundamental principles and humanitarian values and Code of Conduct.



## POSITION REQUIREMENT

- University degree in Disaster Management, Social Sciences, Community Development or related field.
- Further training in programme or project management and other technical fields.
- At least three years of work experience in coordinating and managing project and operations
- At least two years of experiences in community development and volunteer/based operations.
- Excellent computer skills (word, excel, power point).
- Excellent communication skills both written and spoken.
- Financial management experience, including budget development and monitoring.
- Committed to engage others and create ownership of activities.
- Build and maintain effective relationships with team, colleagues and external partners and supporters
- Develop and encourage new and innovative ideas, especially solutions to problems/challenges
- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modeling SSRC values
- Be honest and encourage openness and transparency in all professional matters
- Good command of written and spoken English and Juba Arabic.
- Fluency in speaking one additional local language.

## How to apply:

Interested applicants should submit their Cover letter, CV with 3 references, Copy of National ID and Certificates including day time telephone contact to Human Resources Department. Or by email: [vacancy@ssdredcross.org](mailto:vacancy@ssdredcross.org) please indicates the title of the position you are applying for in the subject line of your email.

Alternatively, applications can be hand-delivered to South Sudan Red Cross Headquarters. Plot #4, Block Ministries, Munuki Area, Juba or **to SSRC Bor Branch Office.**

Please indicate clearly the position you are applying for on the back of your envelop.

**You should arrange your documents in the following order.**

1. Cover Letter
2. Curriculum Vitae {CV}
3. Copies of Certificates and National ID or passport



Note: Only shortlisted candidates will be contacted for an interview and all the photocopies are not returnable and will remain the property of SSRC.

**Deadline for submission is 4<sup>th</sup> June 2021**

**Female candidates are encouraged to apply.**



Approval for Adust.

Approval is hereby  
given by Labor for  
the adust W.e.f.  
21/5/2021.

