



**world relief™**  
SOUTH SUDAN

**STAND / FOR THE VULNERABLE™**

World Relief South Sudan  
Hai Cinema P.O. BOX 41  
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**JOB DESCRIPTION**

**Position Title:** Project coordinator  
**Department:** Programs  
**Supervisor:** Project Manager  
**Work location:** Fangak and Ayod Counties  
**Type:** Full-Time, South Sudanese Nationals



SO-H-3  
Approved by  
Inspector of Labour  
*[Signature]*  
14/02/2023

World Relief is an International non-governmental organization dedicated to partnering with the local Church, to see the most vulnerable people transformed economically, socially, and spiritually. Since 1998, World Relief has been working with the local Church in South Sudan to address humanitarian and development needs related to health, nutrition, Food security & livelihoods (FSL), Education, WASH (Water, Sanitation & Hygiene), protection, Disaster Risk Reduction (DRR), and Church Empowerment.

**JOB SUMMARY:**

Under the direct supervision of the Project Manager, the Project Coordinator will provide field technical support to all staff working for CERHSP (Lot 6) supported health facilities in Fangak and Ayod Counties and directly supervise the county health officers, roving Midwives, roving clinical officers, and M&E officers. The incumbent will be responsible to ensure that the health program activities are accomplished and the goals, objectives, and targets are met.

**KEY RESPONSIBILITIES:**

- Oversee the implementation of the health program and ensure that the program goals, objectives, targets, and activities are met, as stated in the project work plan and log frame.
- Lead multi-sectoral / health assessments in coordination with other SC thematic areas and/or other external health agencies, ensuring assessment findings are documented and that all assessments include a specific analysis of healthcare needs
- Ensure that the projects are properly monitored and evaluated. Conduct regular monitoring visits to various static facilities.
- Ensure that the health program is implemented in line with world relief and donor framework principles: promoting and protecting beneficiary rights, participation, capacity building, partnership, and holistic programming.





- Prepare a monthly work plan in coordination with the Project Manager.
- Work closely with other world relief programs present in the same location, such as food security, education, nutrition, and WASH, and integrate program components to the extent possible.
- Prepare weekly updates for the health program and submit them to the M&E officer for compilation.
- Provide weekly DHIS 2 reports and weekly program updates to be submitted to the CHD M&E for uploading into the online system.
- Ensure that the monthly planned activities are done and the monthly program report is prepared and shared with the Project Manager.
- Prepare internal and external reports (Such as DHIS 2, Workbook, and other narrative reports) within agreed deadlines using world relief and donor formats as required.
- Provide technical training to the health staff to build on their capacity for efficient work.
- Ensure all planned capacity-building training is done as per the work plan and the donor requirements.
- Participate in health needs assessments whenever required by the program director or health manager.
- To carry out any other duties and /or responsibilities assigned by his immediate supervisor

#### **QUALIFICATION AND EXPERIENCE**

- Bachelor's Degree in Medicine and Surgery/Public health/Nursing from a recognized University or training school.
- 5 years of working experience in implementing health projects.
- Previous working experience with International NGOs in the similar position is a plus
- Previous experience of managing a team; training and capacity building of staff;
- Developing country work experience and/or familiarity with emergencies is considered an asset.
- Ability to write clear and well-argued assessments and project reports

#### **SKILLS REQUIRED**

- Good computer literacy (skills in Microsoft Office, including Word, Excel, and Outlook.)
- Excellent written and oral English communication.
- Able to travel and work throughout South Sudan, in all WRSS project locations
- Humility, teamwork, and a high level of flexibility.
- Quantitative and analytical skills.
- Ability to understand and work in different cultures.
- Spoken Arabic and local language will be an added advantage.
- Commitment to World Relief's values.



**Applications Procedures:**

Applicants desiring consideration for this position should submit the following:

Application letter, expressing your motivation for the position you are applying;

Current CVs, copies of diplomas or certificates, including nationality certificates

List of three former Supervisors who can serve as job references one of whom should be from the church with the valid email address and contact numbers.

Interested candidates should submit the above items in the application in any one of the following ways:

Submission to the World Relief Juba Office in Hai Cinema Tender Box or online submission by email to [WRSSRecruitment@wr.org](mailto:WRSSRecruitment@wr.org) Copying [GElizabeth@wr.org](mailto:GElizabeth@wr.org) including the job title in the subject line or mail.

Not later than **6th March 2023** at 5:00pm, include job title in the subject line of the email.

Applications will be reviewed as they are being received and only the shortlisted candidates will be contacted.

