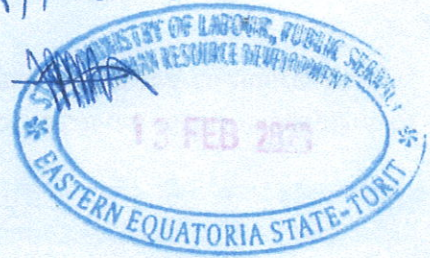


Approved



13/02/2023

JOB ADVERTISEMENT

POSITION	FIELD CORDINATOR
NUMBER OF POSITIONS	1
LOCATION	TORIT
DEPARTMENT	PROGRAM
REPORTS TO	PROGRAM MANAGER
PROJECT DURATION	6 MONTHS with possible extension
ADVERT OPEN DATE	13/02/2023
CLOSING DATE	10/03/2023

BACKGROUND

Hope Reviving Platform (HRP) is a humanitarian non-governmental organization with its legality in accordance with the National NGO Act 2016 of the Republic of South Sudan. HRP is a member of AfriYAN South Sudan and NGO FORUM, and it is aimed at supporting grass root communities in developmental projects like Sexual Reproductive Health, Menstrual Hygiene Management, Comprehensive Sexual Education, Gender Based Violence, Peace Building, Food security & Livelihood, and Education.

Hope Reviving Platform was established with the aim of empowering the South Sudanese society by;

- Advocating for better education and health services
- Organizing Peace building and conflict mitigation dialogues
- Acting as a conduit for information between vulnerable societies/ groups and Humanitarian agencies that are able to assist.
- We also partner with INGOs and Donors to implement projects that improve communities.



Hope Reviving Platform is currently running a project in Torit and seeks the competence of a Field Coordinator for a 6-month period with possible extension depending on availability of projects.

Description

Hope Reviving Platform is hiring a Field Coordinator to manage our current project in Torit and we expect the Field Coordinator to be able to use insights obtained during interactions with authorities, partners, and beneficiaries to steer and supervise the deployment of new projects.

The Field Coordinator will be required to populate evaluative frameworks provided for the projects, liaise with stakeholders on the ground and then submit data collected to immediate supervisor.

The Field Coordinator should maintain a trustworthy presence amongst our project's beneficiaries.

The Field Coordinator should be able to carry out arithmetical calculations with ease and should have very good writing skills

Field Coordinator Duties and Responsibilities

- Implementation of Projects in field locations
- Formulate evaluative resources to guide your fieldwork and keep track of project.
- Inspect project sites to ascertain the project progress.
- Confer with project beneficiaries and support staff to evaluate uptake, pitfalls, and areas changes.
- Collect samples, where possible, for subsequent inspection.
- Input data into suitable software and then arranging this to facilitate analysis.
- Liaising with local authorities
- Liaise with program manager to ensure that all new and ongoing project adhere to accountability requirements for new projects/programmes and conducting relevant evaluations for ongoing projects to meet HRPs standards.
- Represent HRP in technical meetings, forums and other events
- Lead and coordinate all assessments, evaluations and performance evaluation tasks including planning and reporting on the same.
- Maintain and update the overall program indicator tracker based on submissions from the program
- Collaborate with HRP staff to ensure that data is collected, compiled, checked for its quality and completeness in compliance with HRP and donor standards of data quality

For More information: Email – info@hoperevivingnp.org Website – www.hoperevivingnp.org

- Document and share learning, evidence and data from previous projects to inform project proposal design
- Provide alert to the respective programme officers/ managers and ED on corrective actions required to avoid delays in implementation, including flagging operational issues and risks requiring timely actions.
- Ensure Sex, Age, Disability Disaggregated Data (SADD), Accountability and Gender standards are consistently adhered in project delivery
- Undertake regular analysis of project progress closely with stakeholders and main office to facilitate decision making for real time project adaptation.
- Stay informed on news in and around Torit especially those aligned with the organization's thematic areas.
- Produce quality reports with key findings that foster learning and decision making and share in project meetings and team meetings
- Identify, document and share beneficiary feedback to improve services and results for our beneficiaries.
- Support in carryout surveys such as baseline and end line, and the commission of evaluations in coordination with donors and partners.
- Promote the growth and development of fellow staff in HRP

Desired Skills

- Strong verbal, written, and statistical skills.
- Exceptional supervision and relationship-building abilities.
- Completion of a formal organisation-specific training programme.
- Demonstrable experience as a Field Coordinator.
- Proficient in relevant data storage and analysis software (atleast MS Excel).
- Proactive and Participatory
- Good interpersonal and communication skills
- Excellent planning, coordination and reporting skills
- A good team player
- Should be able to work competently independently under limited supervision

Qualifications

- Diploma or higher in Social Sciences or its equivalent
- Minimum of 1 year working experience
- Previous working experience in the humanitarian world will be an added advantage
- Excellent critical thinking and analytical skills

Hope Reviving Platform Core Competencies

- Uphold ethical practices

For More information: Email – info@hoperevivingnp.org Website – www.hoperevivingnp.org

- Zero tolerance to human rights abuses
- Transparency and Honesty
- Accountability
- Inclusivity and Sustainability
- Reliable Partnership

Application Process

To apply, please send your updated CV, cover letter, copies of your documents as a (One) single document to Human Resource Office, Hope Reviving Platform, Juba South Sudan or through email via hr@hoperevivingp.org Do not submit original documents as all submitted applications will **NOT** be returned.

The deadline for receiving applications is on the 28th/02/2023 latest by 5:00 PM. No applications whatsoever will be received after the deadline.

Hard copies can be dropped at our Field Office, located in the RRC Compound opposite Midan Huriya.

For further information contact: 0924 864 538

NOTE: Hope Reviving Platform is an equal opportunity employer and does not discriminate against anyone on the basis of gender, sex or political affiliation.

NB: Female Candidates are highly encouraged to apply.