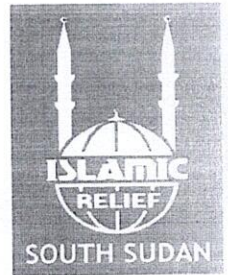
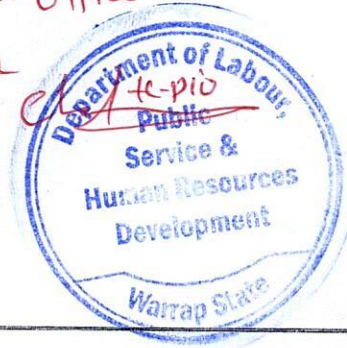


Approved by Labor Office

Date: 14/7/2022



13th July 2022

Re: JOB ADVERTISEMENT

Position: Project Coordinator

Base Location: Warrap, Tonj North

Reporting To: Health Coordinator

Matrix-Field Coordinator and Nutrition Coordinator

Line Management Responsibilities: None

Islamic Relief Established in the UK in 1984 in the UK, Islamic Relief is an international NGO seeking to promote sustainable economic and social development by working with local communities' through relief and development activities. We aim to help the needy regardless of race religion or gender and implement our work in the thematic areas of (1) Water, Sanitation and Hygiene (ii) Food Security and Livelihood (iii) Health and Nutrition (iv) Protection and Inclusive Resilience for the conflict, drought and flood vulnerable people including the IDPs, Returnees as well as Host Communities. Islamic Relief has been working with communities in South Sudan since 2004 and currently seeks to recruit a dynamic and self-motivated individual for the said position to be based in Warrap Tonj North County.

Role Purpose:

Overall management of project implementation, supervision and process documentation following the theory of change and logical framework of the project considering the compliances of Islamic Relief Worldwide and donors. The job holder will provide key leadership and support in establishing and managing the program structure, operations of day-to day goals of the field office set up in Wau and Warrap. He/she will be base in Warrap and require significant travel to provide leadership and guidance to the project staff. The job holder will also be required to directly monitor ongoing project intervention to ensure adherence to the overall IRSS's mission, vision and objectives in the project office. He or she will facilitate timely monitoring, reporting, community engagements, and field level research and policy advocacy initiatives in coordination with other allies in the area. He/she will review and consolidate reports for donors on project activities.

CHILD SAFEGUARDING:

Level 3: The role holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight).



MAIN OFFICE
IR.SS. Along Unity Road
Plot No.54, Block B-xvi
Hai. Cinema, P.O Box 353
Juba South Sudan
Tel: 0922680304

WARRAP OFFICE
Har Darajat
Tel: 0916287894
0929732333

WARRAP OFFICE
Along the Warrap - Akop Road
Tel: 0920522368

KAPOETA
Narus Compound
Diocese of Torit
Tel:0925609594

Website: www.islamic-relief.org
RRC Reg No.051

KEY WORKING RELATIONSHIPS

Has regular contact with staff in the field office close contract with the Thematic Coordinators and programme staff for smooth implementation of the project under the supervision of the Field Coordinator

SCOPE AND AUTHORITY

Scope of the Role:

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff. The Project Coordinator upholds the Programme and finance policies.

The job holders have to follow compliance of core humanitarian standards and IRW compliance in the whole project management cycle (PCM) Proactively;

Responsibility for Resources: - Managing project staffs for smooth implementation of the project.

KEY ACCOUNTABILITIES

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and Principles of fairness, humanity. Honesty, respect and fair treatment of his/her colleague's and staff.

Key Accountability 1: Implementation of project/programme

He/she will be responsible for the strategic development, implementation and monitoring of IRSS's project/programme in Warrap. The specific tasks include, but are not limited to the following:

- Contributing to development and effective implementation of strategic plan;
- Establish and maintain effective linkages with government, strategic network, UN Cluster, Extension service providers;
- Ensuring the development and implementation of quality and innovative programs, which have sustainable, measurable impacts on the lives of the venerable people in the project locations;
- Ensure coordinated and integrated programme work across various IRSS sectors and approaches in the region;
- Assist in development strategic and operational partnerships in the region and take specific measures to support their capacity building as per IRSS standards;
- Prepare office (s) and hire staff within the region as required.
- Identify the needs and support development of staff working under his/her supervision to increase their competence in programming and prepare strong second and third line management at local level;
- Ensure good practises and lessons, facilitating the exchange of design knowledge and expertise and inspiring innovation;



- Manage the project terms to ensure the projects are implemented to a high quality standard, on time and within budget.
- Manage the security of all personnel, facilities, and assets, coordinating, as required and appropriate, with country security Focal Point
- Taking on other reasonable tasks as delegated by the supervisor.
- Other activities as appropriate and determined by head of programmes.

Key Accountability 2: Capacity Building and Training

- Appraisal of the project staffs and develop staff development plan;
- Staff capacity building for community mobilization, need assessment, event report writing.
- Training and capacity building of community volunteers, beneficiaries and other staff;
- Provide training to the staffs;
- Facilitate for Developing training module and schedule for the beneficiaries technical skills and business skill development;

Key Accountability 3: Networking, Monitoring and Evaluation

- Conduct need assessment and support thematic coordination's for developing new projects/programmes;
- Design, develop and implement the project monitoring system in coordination with the MEAL coordinator,
- Conduct process monitoring and lead the team for develop process documentation;
- Capture lessons learned.
- Represent IRSS to donors, government. UN agencies and other NGOs in relation to the project, including participation in consultative meetings with other partners.

Key Accountability 4: Leadership, Rules and Regulations

- Work independently on tasks related to project planning and implementation with periodic reporting and direction from supervisions.
- To prepare regular monthly, quarterly, annual and other situation reports/updates on programme/projects for IRSS, IR HQ, IR fundraising partners, and other key institutional donors;

MINIMUM REQUIRED KNOWLEDGE AND EXPERIENCE

QUALIFICATIONS/SKILLS/EXPERIENCE

QUALIFICATIONS.

- Master's in development, Management, Disaster Management, Environment, Geography, Management, Economics or any relevant discipline will be preferred.

SKILLS

- Minimum 5 years' experience managing multi-sector integrated projects and teams within a cross-cultural context. Experience working with DRR, Climate Change, Livelihoods and Emergency.



- Familiarity with the development, DRR and CCA frameworks such as Hyogo framework, Sphere Standards, Do, No harm' policy, Red, Cross/Red –crescent Code of Conduct.
- Experience of working with International NGOs in South Sudan
- Familiar with Millennium Development Goal, Humanitarian Accountability Programme etc.
- Good written and spoken English, Able to contribute to written reports and proposals.
- Working knowledge of Microsoft word and Excel.
- Committed to Islamic Relief Worldwide cause and code of conduct
- Sensitive to cultural differences
- Language skills in Arabic

ATTITUDES

- Understanding of country cultural diversity and respect to others.
- Committed to Islamic Relief Worldwide values and code of conduct.
- Strong interpersonal skills, a team player coupled with capacity building skills and experience, and in managing multicultural teams.
- Proactive and takes initiative
- Willing and able to travel to field locations for up to 70-80% of his role.

DESIRABLE

- Experience and skills in project cycle
- Experience in designing and facilitating trainings and mentoring of staff
- Experience working with resilient livelihood including WASH and Nutrition

How to Apply:

Interested candidates should submit their applications letter briefly describing a motivation letter for the position and highlight relevant experience, updated Curriculum Vitae (CV), National ID and copies of certified certificates to IRSS.recruitment@islamic-relief.or.ke not later than the deadline of **1st August 2022 at 4.00 PM local time.**

Interested and qualified candidates are requested to send their applications through: IRSS.Recruitment@islamic-relief.or.ke OR drop a hand delivered copy of their application to **Islamic Relief South Sudan- Wau Office at Hai Darajat (Tel:+211 924114445/924601714)** on or before **1st August 2022 at 4: PM**

The deadline for application is **Close of Business, 1st August 2022 at 4.00 PM**

- Only shortlisted candidates will be contacted.
- Due to the urgency of these roles, Islamic Relief reserves the right to shortlist applications prior to the closing date.

Female candidates are strongly encouraged to join our work culture that empowers every employee to share ideas and take responsibility. At IRW we think outside the box. We encourage ideas and give responsibility to all employees at all levels, to help solve the complex issues that we face. You will have many opportunities to be heard and take the initiative

