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Approved by Senior Inspector,
MOL/RSS/107
Chaitoo

JOB ADVERT

18/09/2023



Job Title	Program Coordinator
Type of contract	Volunteer
Contract period	Six (6) months with possibility of extension
Job Location	Juba
Reporting to	Executive Director
Contract starting Date	As soon as possible
Posting Date	18 th September 2023
Closing Date	05 th October 2023

1 About NICE-SS

NICE-SS is a registered non-governmental organization founded by a group of young visionary South Sudanese youths and social entrepreneurs who aspire to contribute to the empowerment and socio-economic well-being of underprivileged women, children and men, including widows, orphans, IDPs, returnees, refugees, PWDs and other vulnerable people to increase access to humanitarian and development assistance in South Sudan. NICE-SS is legally registered by the Relief and Rehabilitation Commission (RRC) bearing registration number 4763 and has been operating under this name for more than one year since inception. NICE-SS envisioned **“Empowered and resilient communities”** with a mission to **“promote and empower communities for sustainable development”**. NICE-SS’s overall mandate is to work with underprivileged communities and contribute to improving the capacities and social well-being of its beneficiaries through interventions under the thematic focus on **Protection, Community health, Livelihood and community economic empowerment, Sustainable education, Environment and Natural Resource Management, as well as Institutional, operational and management capacity Development**

2 Description of the role

The Program Coordinator is responsible for developing, managing, and evaluating programs and initiatives in support of the organization’s strategic plans and goals. The Program Coordinator will work with both internal and external stakeholders to ensure that programs are well-coordinated, efficient, and effective. He/she will have an oversight role in developing and managing budgets, and for ensuring that programs are delivered timely and within budget.

The Program coordinator will also be responsible to oversee the implementation of NICE-SS fundraising strategy, and the management of NICE-SS Monitoring Evaluation Associability Learning (MEAL) and communications staff and has overall oversight and coordination of donor engagement and all fundraising and proposal writing. She/he should be proactive in identifying new and non-traditional sources of funding from a range of institutional donors, Social Enterprises and working to leverage NICE-SS funding prospects. She/he builds the capacity of NICE-SS staff to develop and manage strategic consortium partnerships with Member Organizations, other NGOs and private sector organizations where appropriate. She/he will also oversee the development and implementation of Fundraising, communications and MEAL Strategy and Operational Plan.



3 Job Duties & Responsibilities

3.1 Program planning and management:

- (i) Serves as the lead programmatic and administrative focal person for a portfolio of projects by defining, documenting, and implementing processes for program management across the organization.
- (ii) Oversee the development and submission of high-quality reports to funders, documenting program progress and outcomes.
- (iii) Develop strong relationships with project partners, serving as a liaison between the organization and project collaborators and stakeholders.
- (iv) Conduct timely site visits to project locations to assess progress and identify any areas of concern.
- (v) Oversee program budgets, tracking expenses and contribute to the preparation of financial reports for donors
- (vi) Identify opportunities for program process improvement and make appropriate recommendations to the Executive Director
- (vii) Supervise program staff and provide guidance and mentorship as needed.
- (viii) Serve as the primary point of contact for all inquiries related to assigned projects
- (ix) Attend conferences, meetings and trainings related to programmatic area.
- (x) Oversee the development and execution of program plans, including milestones, risks, and mitigation strategies.
- (xi) Establish and maintain processes to manage scope over the program lifecycle, setting quality and performance standards, and assessing and managing risk within, and across, multiple programs.
- (xii) Structure and manage integrated, multi-track program performance databases for multiple digital, print, social, broadcast, and experiential programs, with an eye on overall progress.
- (xiii) Monitor and assign resources appropriately to streamline program efficiency and maximize deliverable outputs.
- (xiv) Report program outcomes and/or risks to the appropriate management channels as needed—escalating issues as necessary based on program work plans.
- (xv) Conduct regular reviews of program effectiveness and make recommendations for improvement.
- (xvi) Manage a team of program staff, providing guidance, mentorship, and career development opportunities

3.2 Resource Mobilization and management:

3.2.1 Organizational Development, Strategy and Communication.

- (i) As a member of the Senior Management Team (SMT), participate in SMT meetings and contribute to the overall development, implementation and review of the NICE-SS Strategy.
- (ii) Develop a Fundraising Strategy and Operational Plan that meets the strategic requirements of the NICE-SS in consultation with Executive Director and key Program staff.
- (iii) Development and implementation of NICE-SS communications strategies across the organization.



- (iv) Deepen the impact of communication work, identify key priorities, channels, audiences and messages to establish an appropriate public image for NICE-SS, internally and externally, in line with NICE-SS values and culture.

3.2.2 Donor Engagement and partnership building

- (i) Networking, updating, and liaising with key in-country and international donors.
- (ii) Provide effective coordination for the establishment of proposal development working groups with representatives from key stakeholders within and outside NICE-SS to secure new funding for existing and potential projects.
- (iii) Advise Program and Program quality teams, finance, working groups on relevant donor requirements/compliance, potential funding opportunities, changes in donor priorities and ensuring quality grant management for all related projects.
- (iv) Oversight of the contract management system.
- (v) Oversee development and submission of all external donor reports in strict compliance with donor requirements and deadlines.
- (vi) Act as the interface between finance and Program quality teams to ensure grant compliance.
- (vii) Ensure fundraising staff have individual work plans and up to date development plans.

3.2.3 Institutional and High Value Fundraising

- (i) Work closely with all the Funding Affiliates and relevant Program departments to ensure high quality and timely submission of proposals and concept notes, Project Report/Project Progress Reports to donors and funding affiliate.
- (ii) Develop and manage strategic consortium partnerships with appropriate partners to leverage NICE-SS's chances of success in competitive calls for proposals and tender bids.
- (iii) Coordinate and oversee efforts to secure co-financing for all institutional and high value grants.
- (iv) Working closely with the Finance Coordinator to ensure internal cost recovery policy is applied for all new funding proposals.
- (v) Roll out the NICE-SS resource Mobilization strategy.

3.2.4 Managing people, capacity building and organizational leadership.

- (i) Manage staff performance and provide regular feedback to staff, including interns and volunteers on their performance.
- (ii) Conduct and document staff annual performance reviews.
- (iii) Manage basic HR requirements in accordance with HR policies and procedures.
- (iv) Identify and prioritize training needs of relevant staff, and assist to create individual development plans.
- (v) Monitor and evaluate continued professional development to ensure it is responding to need.
- (vi) Provide clear direction, guidance, one-to-one support, mentoring and coaching on a consistent basis and as required.
- (vii) Assist and support team to implement activities effectively.
- (viii) Monitor time and task management to ensure staff work/life balance and staff retention



3.2.5 Monitoring, evaluation, accountability and learning functions:

3.2.5.1 Technical expertise

- (i) Take lead in the developing project indicators, M&E frameworks, logical framework analysis, and evaluation designs and data analysis
- (ii) Coordinate Program surveys, reviews/evaluations and maintain M&E databases
- (iii) Ensure data quality standards and adherence to M&E operations procedures

3.2.5.2 Tracking of Program progress

- (i) Regular update of NICE-SS Information Management System (AIMS) and compliance reporting.
- (ii) Work with the Executive Director to develop, implement, and monitor project work plans, ensuring that all activities are completed on time and within budget line.
- (iii) Design and review of Program dash boards

3.2.5.3 Reporting

- (i) Prepare regular corporate M&E progress reports and review the reporting tools

3.2.5.4 Knowledge management

- (i) Coordinate Program/project documentation and disseminate best practices and lessons learnt
- (ii) Coordinate the documentation of Program briefs and fact sheets

3.2.5.5 Operational planning and execution

- (i) Organize and facilitate quarterly, semi-annual and annual program review meetings with Program staff and partners and give feedback.

Note: the program coordinator will also perform any other duty across all the aforementioned functions as may be assigned by his/her supervisor.

4 Required education, language and Qualifications

- Minimum Bachelor's degree in social sciences, development studies, political science or other relevant discipline or experience.
- Demonstrated experience developing and managing projects
- Proven track record of successful grant writing and fundraising
- Excellent written and verbal communication skills

5 Essential knowledge, skills and experience

- Minimum of two (2) years' experience with an NGO in a senior Program funding position(s) involving proposal development and donor liaison.
- Excellent writing, reasoning and analytical skills.
- Capacity building experience including training and skills development.
- Experience of developing successful proposals and/or tender bids that suite international standards.

Experience of developing successful proposals to private donor trusts and foundations, high net worth individuals and/or corporates.



- In-depth understanding of logical frameworks as a tool to develop theory of change and intervention logic.
- Excellent interpersonal, communication and negotiation skills to work effectively in a multi-cultural environment, often at a distance.
- Ability to prioritize own workload and work with minimal supervision.
- Ability to lead complex proposal development teams.
- Knowledge of Human Rights Based Approach (HRBA).
- Programmatic expertise on any of the following themes: humanitarian interventions, governance, human rights and Youth programming, policy and campaigns under livelihoods, Protection, Community health, Livelihood and community economic empowerment, Sustainable education, Environment and Natural Resource Management, as well as Institutional, operational and management capacity Development.

6 Application procedures:

- 1- Interested persons who meet the qualifications, experience and skills are required to submit their cover letters, updated CV's (only in english) plus copies of academic certificates & Nationality ID to nicesouthsudan.2022@gmail.com.
- 2- For applicants who will wish to submit their applications in hard copy, drop your applications at NICE-SS head office located in **kololo, opposite the American Embassy** inside Prism construction Company Limited compound.
- 3- For all submissions, Please use the reference code **“NICE-SS-Program Coordinator Juba-Vacancy”** in the email subject line.
- 4- Closing date for receiving applications is **05th October 2023** before **5:00pm**.
- 5- Note, this is a national recruitment for **South Sudanese nationals only**.

NB:

- Applications once received are not returnable.
- Due to the urgency of the position, applications submitted will be shortlisted on a rolling basis. Should there be a suitable candidate, the position may be filled before the deadline for applications.
- **Female candidates are strongly encouraged to apply**
- **Only shortlisted candidates will be contacted.**

NICE-SS is an equal opportunity employer and is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries with whom NICE-SS engages. NICE-SS expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us

