



South Sudan Programme



Appel de Genève / Geneva Call is looking for: Program Coordinator (1 position)

In situations of armed conflict, Geneva Call, as a neutral, impartial and independent international humanitarian organization, endeavors to strengthen the respect of humanitarian norms and principles by Armed Non-State Actors (ANSAs), in order to improve the protection of civilians, while supporting local communities in their efforts to enhance their own protection. Appel de Genève/Geneva Call is a private, not-for-profit, humanitarian organization foundation under Swiss law, founded in 1998.

In the Republic of South Sudan, Geneva Call implements activities aiming at a better protection of the civilian population. This includes liaising with armed stakeholders and communities.

Geneva Call is looking for **Program Coordinator**.

Duty Station: **Juba**

Roles

Under the supervision of the Country Director and Head of Africa Region, the Program Coordinator spearheads Geneva Call's activities in South Sudan; assists in designing and implementing projects, represents Geneva Call in coordination with other humanitarian organizations, and assists in establishing permanent presence of the organization in the country.

Activities

Fundraising

- In close coordination with the Country Director and HQ, spearhead local efforts for fundraising with current and potential donors by organizing regular meetings, follow ups, and briefings on ongoing activities and projects
- Draft first version of proposal and share it with the HQ for review and comments

Representation and Coordination

- Represent Geneva Call in all meetings with local authorities, stakeholders, civil society, and partners
- Represent Geneva Call in all administrative procedures and legal aspects in close coordination with the Country Director and HQ



- Represent Geneva Call in humanitarian coordination meetings, especially meetings of the protection cluster at the national level in Juba as well as in the field when needed, but also in other relevant working groups if necessary

Communication

- In coordination with the Communication Department in Geneva, develop, design and implement communication strategies (public, advocacy, and operational)

Program Management and Coordination

- The incumbent will be responsible for implementing the initial activities of the organization and working with local partners to implement ongoing activities
- Monitor the implementation of the programs as provided in the proposals, contracts, Geneva Call's internal policies, and financial guidelines and regulations of the organization and the donors
- Establish and maintain constant contact between the field office, Country Director and the HQ to brief and update the Head of Region, the Operations Coordinator, and other relevant departments about ongoing activities and developments
- Approve release of resources to local partners as per the requirements set out in MoUs and agreements between Geneva Call and local partners
- Ensure safe protection of Geneva Call's files and documents in accordance with Geneva Call's internal policies on privacy

Human Resources

- Draft jobs descriptions, terms of reference, and other internal documents necessary for the recruitment of local staff, in coordination with SSRRC and local authorities
- Provide the overall day-to-day supervision and mentoring of program staff of the organization.
- Coordinate with Country Director and HQ in Geneva to ensure that Geneva Call staff's rights and obligations are met in accordance with the internal HR rules and regulations, and that their employment conditions are in line with South Sudan laws and regulations

Security

- In coordination with the Operations Coordinator and the Head of Region, assist Country Director develop a security policy and plan to govern Geneva Call's operations in South Sudan.
- Assist Country Director in drafting security plans to assess the security situation in different areas when planning field missions.

Main qualifications

- At least a Bachelor Degree in International Relations, Political Science, or in other field of social sciences deemed relevant by Geneva Call



- Master degree or any post-graduate studies in the fields mentioned above will be an asset
- Knowledge of International Humanitarian Law (IHL) and International Human Rights Law (IHRL) will be an added asset
- At least 5 years of experience in the field of humanitarian action, including roles related to program management
- Experience carrying out workshops or training sessions, meetings, and coordination with authorities or with other humanitarian actors
- Demonstrated capacity for multi-tasking, setting up of field operation, and capacity to mentor program staff
- Good knowledge of fundraising, and experience in working with key international donors
- Experience managing projects and drafting proposals, security policies, and context analysis
- **Must be a South Sudanese national** with deep knowledge of the humanitarian context in South Sudan

Assets;

- A prior experience of interacting with ANSAs and other armed stakeholders
- A prior experience of interacting with religious and community leaders

Conflict of interest

Any candidate affiliated to, or openly supporting, one or more interest groups opposed to the Foundation's principles and values, or whose previous position could engender safety issues for co-workers at Appel de Genève / Geneva Call, will be excluded from this selection process.

Conditions

- This is a Juba based position with frequent travel to the field sites.
- Time bound contract (6 months, with possibility to extend)
- Preferred start date : 15th June, 2021



Application

To apply, please send your cover letter, CV, work certificate / recommendation letter and proof of non-criminal record in PDF format to hr-field-vacancies@genevacall.org, Ref: "Program Coordinator – South Sudan" or hand delivery to Recruitment Department, Geneva Call South Sudan Office located at Ground Floor of Norwegian People Aid (NPA) Building, Martyrs Street, Juba, South Sudan **not** later than Friday 21st May, 2021.

All applications will be kept confidential. Please note **only** shortlisted candidate will be contacted for further process.





Appel de Genève / Geneva Call is looking for: Project Officer (1 position)

In situations of armed conflict, Geneva Call, as a neutral, impartial and independent international humanitarian organization, endeavors to strengthen the respect of humanitarian norms and principles by Armed non-State actors (ANSAs), in order to improve the protection of civilians, while supporting local communities in their efforts to enhance their own protection. Appel de Genève/Geneva Call is a private, not-for-profit, humanitarian organization foundation under Swiss law, founded in 1998.

In the Republic of South Sudan, Geneva Call implements activities aiming at a better protection of the civilian population. This includes liaising with armed stakeholders and communities.

Geneva Call is looking for **Project Officer**.

Duty Station: **Juba**

Roles

Under the supervision of the Programme Coordinator, the Project Officer is in charge of the implementation of project activities as part of Geneva Call's programme to enhance the protection of civilian population in the Republic of South Sudan in accordance with GC policies and procedures and relevant donor guidelines.

Activities

Planning, Coordination & Reporting;

- Participate in the drafting of annual and monthly programme plans, budgets, and project activities monitoring plans in consultation with Programme Coordinator, Finance and Admin Coordinator, and other team members;
- Monitor and report on all project expenses of budgets and available funding, including supporting documents;
- Responsible for quality project implementation and monitoring in accordance with Geneva Call and donor work plans, budget and procedures;
- Manage safe-keeping of information and knowledge, including filing of programme documents and materials;
- Collect and analyse, through regular field missions, information relating to the context, conflict situation, humanitarian needs and potential impact on Geneva Call's work in project area(s) and relay this to Programme Coordinator

Partnership engagement;

- Maintains a close work relationship with partners and in particular Project Manager of partnering organisation.
- Seeks partner's highest level of engagement and anticipates/reports on shortcomings (activities, administrative, other).
- Plans with partner, anticipates and proposes solutions on the activities, constraints, capacity building.



Communication and External Relations

- In coordination with the Programme Coordinator, engage local and international organizations regularly;
- Assist Programme Coordinator in engaging senior officials and other key stakeholders;
- Support Programme Coordinator to produce external communications materials in coordination with Country Director and global/regional Communications team(s);
- Draft speaking points and messages for Geneva Call including country team members;
- Provide material (photos, videos, stories from the field) about the project and timely reports to showcase project outcomes and achievements;
- Support implementation of communications strategy including activities, campaigns, events and other initiatives

Security Management;

- Monitor the security situation vis-à-vis the project, project partners and Geneva Call, preparing risk assessments and suggesting mitigating measures to the management of Geneva Call in South Sudan and following up on incidents as necessary;

Main qualifications

- The candidate should have an academic qualification (Degree or Diploma in Social Science, preferably in Political Science, Sociology, International Law or IHL)
- Minimum 3 years work experience with International NGO in the same field
- Ability to work in the given field offices and anywhere within South Sudan.
- Ability to communicate well in English and Arabic.
- Previous experience from working in complex and volatile contexts;

Assets;

- A prior experience of interacting with ANSAs and other armed stakeholders
- A prior experience of interacting with religious and community leaders

Conflict of interest

Any candidate affiliated to, or openly supporting, one or more interest groups opposed to the Foundation's principles and values, or whose previous position could engender safety issues for co-workers at Appel de Genève / Geneva Call, will be excluded from this selection process.

Conditions

- This is a Juba based position with frequent travel to the field sites.
- Time bound contract (6 months, with possibility to extend)
- Preferred start date : 15th June, 2021
- South Sudanese National

Application

To apply, please send your cover letter, CV, work certificate / recommendation letter and proof of non-criminal record in PDF format to hr-field-vacancies@genevacall.org, Ref: "Project Officer – South Sudan" or hand delivery to Recruitment Department, Geneva Call South Sudan Office located at Ground Floor of Norwegian People Aid (NPA) Building, Martyrs Street, Juba, South Sudan **not** later than Friday 21st May, 2021.

All applications will be kept confidential. Please note **only** shortlisted candidate will be contacted for further process.





South Sudan

50.11.3
Approved by
Inspector



Appel de Genève / Geneva Call is looking for: Driver (1 position)

In situations of armed conflict, Geneva Call, as a neutral, impartial and independent international humanitarian organization, endeavors to strengthen the respect of humanitarian norms and principles by Armed Non-State Actors (ANSAs), in order to improve the protection of civilians, while supporting local communities in their efforts to enhance their own protection. Appel de Genève/Geneva Call is a private, not-for-profit, humanitarian organization foundation under Swiss law, founded in 1998.

In the Republic of South Sudan, Geneva Call implements activities aiming at a better protection of the civilian population. This includes liaising with armed stakeholders and communities.

Geneva Call is looking for **Driver**.

Duty Station: **Juba**



Role

Under the supervision of Support Coordinator, the Driver support the effective operation of the Geneva Call (GC) Logistics Team and related programme activities located in Juba and field sites when necessary by providing general logistics assistance in accordance with GC policies and procedures and relevant donor guidelines

Activities

- Responsible for pickups and drop offs of staff to and from the Office and airstrip.
- Maintain the vehicle logbook for all trips
- In liaison with the line manager, arrange for repairs and servicing
- Management of the car pool, including vehicle allocation and the preparation of the monthly fleet report
- Provide assistance in local procurement, in accordance with GC procurement procedures and thresholds, including obtaining quotations, handling cash purchases, and receiving deliveries in the field office.
- Assist in stock management
- Assist in the filing (physical and electronic) of accurate and up-to-date departmental documents, in accordance with GC's logistics and finance policies and procedures
- Any other general fleet & logistics assistance as directed by line management

Main qualifications

Experience of working as a Driver in a humanitarian/recovery context;

Minimum 3 years driving experience

The candidate should have at least a Certificate of Secondary Education.

A clean driving history and valid driving license

Ability to communicate well in English and Juba Arabic.

Previous experience from working in complex and volatile contexts;



Conflict of interest

Any candidate affiliated to, or openly supporting, one or more interest groups opposed to the Foundation's principles and values, or whose previous position could engender safety issues for co-workers at Appel de Genève / Geneva Call, will be excluded from this selection process.

Conditions

- This is a Juba based position and will require flexibility to travel long distances to field sites.
- Time bound contract (6 months, with possibility to extend) depending on funds.
- Preferred Start date: 15th June, 2021
- South Sudanese National

Application

To apply, please send your CV, work certificate / recommendation letter and proof of non-criminal record in PDF format to hr-field-vacancies@genevacall.org, Ref: "Driver – South Sudan" or hand delivery to Recruitment Department, Geneva Call South Sudan Office located at Ground Floor of Norwegian People Aid (NPA) Building, Martyrs Street, Juba, South Sudan **not** later than Friday 21st May, 2021.

All applications will be kept confidential. Please note only shortlisted candidate will be contacted for further process.

