

20 February 2024



Job Advertisement

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

Job Title: Award Coordinator

Location: Juba with travel to field as required

Reports to: Award Manager

Contract Period: Fixed Term 12 Months

Non-Relocatable status

ROLE PURPOSE:

This role will support the Award Manager in managing of both development and humanitarian awards. This role will work collaboratively with members and all departments of the Country Office programme to ensure smooth management of development and humanitarian programme awards, sub awards and contracts, focusing on donor compliance and accountability.

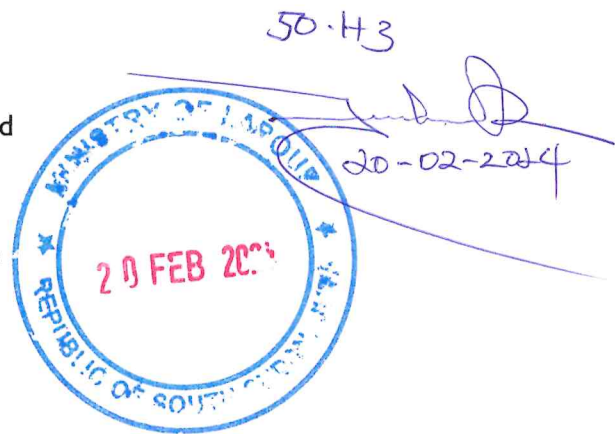
SCOPE OF ROLE:

Role Dimensions:

South Sudan is one of the most challenging and exciting working environments that Save the Children currently works in. The newest country in the world, its legacy of thirty years of war has yet to be even partly addressed as its new government struggles to both mature and reach out to its people. Infrastructure across the country remains virtually non-existent; with 80% of the country including State capitals only accessible for half of the year (the rainy season) by small aircraft. Even in the capital Juba there are no functioning public utilities, few tarmac roads and limited health services. Aid agencies rely on generators, water trucking and satellite internet to meet their basic needs. The agencies still provide some 75% of the basic services of the South Sudanese population. Parts of the country are still racked by insecurity tribal militias, rebel militia groups and direct conflict with the North of Sudan all take their regular toll on the civilian population.

Staff reporting to this post: none

KEY AREAS OF ACCOUNTABILITY:



Award Management

- Support the effective dissemination of award information so that all key, contributing staff have a clear understanding of Save the Children processes and donor requirements and expectations.
- Facilitate the coordination of Award Kick-Off meetings, keep minutes on agreed actions, follow up and upload related kick of documents in AMS.
- Facilitate effective and prompt communication with members/donors on their awards.
- Closely work with partnership team on awards that have implementing partners.
- Coordinate with Finance, PDQ and Operation for on time and quality donor reports and ensure timely and quality reports are submitted as per the donor deadline.
- Participate in monthly Award Review meetings both at CO and field office.
- Support award close-out, helping project managers to ensure all tasks are completed as per the close out checklist and that all required close-out documentations are kept in AMS. Ensure award close out processes are officially completed in AMS.

Donor Compliance

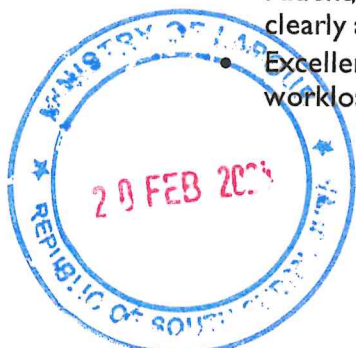
- Understand the contracts signed with donors and make sure key compliance requirements are disseminated to all involved in the implementation of the projects for use.
- Liaise with members to ensure that all appropriate donor guidelines/procedures/templates are available in-country and disseminate to all involved in the project implementation for proper use.
- Support the Award Manager to identify potential issues and amendment requests and ensure they are flagged promptly to donors via the relevant Save the Children member office.
- Work with internal and external auditors as necessary.

AMS/Award Management System Management

- Ensure Award Management System (AMS) is updated with all required documents from the start to closeout of awards, like agreements, donor reports, amendments, closeout documents etc.
- Liaise with members to update report submission dates and upload submitted version of reports in AMS for International Donors.
- For local donors, this role is accountable to upload submitted version of reports and update submission dates in AMS.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in finance, business administration and related field.
- Experience preferably in both emergency and development programmes
- Good attention to detail and analytical skills
- Computer literate (i.e. WORD, advanced Excel, Outlook, Internet Explorer, financial systems)
- Cultural awareness and ability to build relationships quickly with a wide variety of people
- Patient, adaptable, flexible, able to improvise and remain responsive and communicate clearly and effectively under pressure
- Excellent planning, management and coordination skills, with the ability to organise a workload comprised of varying and changing tasks and responsibilities.



- Strong communication (written and spoken) in English.
- Desirable to Know donor requirements and experience of NGO award management systems and processes.

BEHAVIOURS (Values in Practice)

Accountability:

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same.
- widely shares their personal vision for Save the Children, engages and motivates others.
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters.
- values diversity, sees it as a source of competitive strength.
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions.
- willing to take disciplined risks.

Integrity:

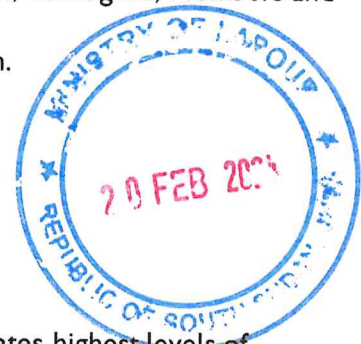
- honest, encourages openness and transparency; demonstrates highest levels of integrity.

The Organisation

We employ approximately 25,000 people across the globe and work on the ground in over 100 countries to help children affected by crises, or those that need better healthcare, education and child protection. We also campaign and advocate at the highest levels to realise the right of children and to ensure their voices are heard.

We are working towards three breakthroughs in how the world treats children by 2030:

- No child dies from preventable causes before their 5th birthday.
- All children learn from a quality basic education and that,
- Violence against children is no longer tolerated.



We know that great people make a great organization, and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive environment where ambition, creativity, and integrity are highly valued.

- We have a responsibility to work in a way that promotes the welfare and best interests of children and protects them from harm.
- We have a zero-tolerance approach to any harm to or exploitation of a child by any of our staff, representatives or partners. Our safer recruitment process in Save the Children includes criminal records checks, a self-declaration of criminal or disciplinary background and the collection of relevant references.
- We expect those representing Save the Children to adhere to our Code of Conduct and Child Safeguarding policy, both in their private and professional lives
- Save the Children International does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.

How to apply! Click below link.

[\(\[SCI Career Site Careers \\(oraclecloud.com\\)\]\(https://www.oraclecloud.com/careers\)\)](https://www.oraclecloud.com/careers)

1. Attach a copy of South Sudan National ID
2. Cover letter and Updated CV
3. Attached your Academic qualification documents.
4. Submit your application online, **we are no longer receiving hard copies of applications.**

Deadline for submitting applications: **8th, March 2023.**

