

JOB VACANCY

COUNTRY PROGRAMME COORDINATOR Juba, South Sudan – 1st July 2021



Action Africa Help International (AAH-I), is a regional non-governmental organization that supports livelihood-challenged communities in East and Southern Africa to sustainably improve their well-being and standard of living. With Country Programmes in South Sudan, Kenya, Somalia, Uganda, Zambia and Ethiopia, AAH-I has over 30 years' experience working with communities in conflict and post-conflict situations, including refugees, internally displaced persons (IDPs) and host communities. AAH-I also works with other marginalized communities, including pastoralists and people living in informal urban settlements.

In South Sudan, AAH-I works in Greater Bahr El Ghazal, Greater Equatoria and Greater Upper Nile regions, with field offices in Juba, Yei, Maridi, Yambio, Mundri, Bor, Wau, Ajong Thok, Maban and Malakal.

AAH-I South Sudan Country Programme is looking to recruit a suitably qualified candidate to fill the vacant position of Country Programme Coordinator (CPC) to be based at its Country Office in Juba with regular field travels to the field offices.

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- Reports to:** AAH-I Regional Director at AAH-I Headquarters, Nairobi;
AAH-I S. Sudan National Advisory Board (NAB) on Strategic and Policy issues
- Responsible for:** AAH-I S. Sudan Country Programme, Finance & Admin Manager, Procurement & Logistics Manager and Human Resource Manager
- Liaises with:** AAH-I Directorate at Headquarters, AAH-I SS National Advisory Board, Donors in the country, Government Authorities, Humanitarian and Development Agencies' representatives as well as other stakeholders in South Sudan to ensure appropriate mechanisms for efficient coordination are in place and adequately functional.
- Duty Station:** Juba, South Sudan, with at least 25% travel time to field locations
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Job Summary:

To implement AAH South Sudan's strategic goals and objectives. To provide leadership to the AAH-I South Sudan Country Programme team for advancement of AAH-I's mission, philosophy and country programme goals and objectives in a complex humanitarian and development setting.

Broad Responsibilities:

1) Programme Development and Management:

With overall responsibility for programme development and management, works in consultation with the AAH-I Directorate and the AAH South Sudan Country Board to develop the country strategy in line with the overall AAH-I strategy. Ensure that the country strategy addresses the priority development areas so that AAHI-SS remains relevant to its stakeholders. Taking lead in identifying new projects and gap in existing projects with a view to solicit new funding.

2) Human Resource Management:

Effectively manages the human resources in the Country programme according to the approved HR policies and procedures, and ensures that AAHI-SS fully conforms to the Country Labour law and regulations.

Continuously monitors the programme team and partners by setting performance targets to ensure the attainment of the programme objectives and country strategy.

3) Financial Management

Has an oversight responsibility to ensure appropriate management of the AAHI South Sudan Country programme budgets in compliance with both AAH-I's and Donor policies and procedures and reporting deadlines. Works with the team to draw annual work plans and budgets and seeks AAH-I Directorate approvals.

4) Risk Management

Take leadership in developing and executing action plan to resolve audit findings in an agreed and timely manner; undertake appropriate reporting of audit results and actions to the Board and Directorate;

5) Representation

As the senior staff in South Sudan, advocates on behalf of AAH-SS's operations in the field and maintains a strong profile of the organization in appropriate coordination and other external fora. Represents AAH-SS with Local Authorities, Donors, and NGOs cluster fora and managing internal and external communications.

Expected Results:

1. Create a shared vision among all staff on programme/project objectives, and ensure that their role in achieving these is facilitated
2. AAHI South Sudan Country Strategic Plan in line with the overall AAH-I Strategic Plan is regularly reviewed, implemented and monitored.
3. Programme and project annual and quarterly operational plans developed and regularly updated. Agreed AAH-I institutional policies, systems and procedures are followed in all country programmes and projects.
4. Overall coordination and networking with strategic partnerships on programme implementation
5. Oversight responsibility for finance management and systems compliance to AAH-I guidelines, donor requirements and locally applicable laws and procedures.
6. Programme and project monitoring and evaluation (based on programme and project indicators) regularly carried out, and timely reporting (monthly, quarterly and annual) to the Directorate, the AAH South Sudan Board, donors, and important stakeholders ensured.
7. Appropriate programme documentation and reporting systems further developed and implemented.
8. In-country contacts with existing donors and potential new donors maintained/explored and funding proposals in support of existing and/or new projects developed in consultation with the AAH-I Directorate.
9. Identify potential partners and assess their capacity to supporting set programme objectives and making recommendations to the Executive Director and the South Sudan National Board.
10. Representation of AAH-SS interests and activities to the media and official partners carried out in consultation with other key staff.
11. Acting as the organizations representative in the country, lead in promoting good relations with Government Offices, Donors (existing and potential), Partners, and other stakeholders
12. Identify funding opportunities, commence negotiations, lead the technical team in preparing the required proposals, and work with the Directorate to close the deal.
13. Ensure that all relevant permits and operating authorizations are obtained to enable the organization to function efficiently, and all required returns are made in a timely manner.
14. In consultation with the National Board and the Directorate, explore plans for programme consolidation/expansion (activities and/or geographically) and develop potential for further funding.
15. Liaise with the AAH South Sudan Board Chairman to ensure that National Board meetings are held on a regular basis (quarterly) and proceedings properly documented.

16. Any other relevant duties that may be assigned by the immediate supervisor from time-to-time.

Professional Qualifications

- Minimum of a Master's degree in Social Sciences, Public Health, Development Studies and projects management;
- Minimum of 10 years of work experience in INGOs, Humanitarian and Project Settings
- Significant Programme Management experience with extensive senior management exposure
- Proven experience in project planning, grant management and supervising complex programs funded by major multilateral or bilateral donor agencies and government entities
- Demonstrated field leadership in strategic programme and project development, implementation, and evaluation;
- Substantial experience and knowledge of effective monitoring and evaluation of projects;
- Proven track record in Project management and resource mobilization;

Additional Skills & Competences

- Strong management and supervisory skills and experience.
- Demonstrated leadership ability in strategizing and coalition building.
- Demonstrated effectiveness and lead experience in Country and fund development.
- Strong analytical (both political and organizational) skills with good attention to detail.
- Ability to develop and manage and motivate a Country Programme team.
- Demonstrated experience in leading multi-cultural and cross-functional teams.
- Strong humanitarian relief experience and ability to work in an active conflict setting.
- Excellent diplomatic skills with ability to create positive relations with staff, senior government officials, international organizations, NGOs and CBOs to enhance AAH-I's programs;
- Commitment to and understanding of AAHI Values, Vision and Mission.

Application Instructions

- ✓ AAH-I is an equal-opportunity employer.
- ✓ **Interested candidates should email application letter and CV (with 3 referees) addressed to recruitss@actionafricahelp.org.**
- ✓ **The email Subject Line must show the Job Vacancy.**
- ✓ **Deadline:** All applications must be submitted latest by **20th July, 2021 COB (4.00PM)**.
- ✓ We thank candidates for their high interest in the opportunities we publish on our website.
- ✓ Due to the high number of applications we receive, we will only get back to shortlisted candidates.

