

Approved



<b>VACANCY NOTICE</b>	
<b>Job Title</b>	<b>Field Coordinator</b>
<b>Location</b>	<b>Morobo County, Central Equatoria State, Sudan South</b>
<b>Reporting to</b>	<b>ACRA Team Leader</b>
<b>Organization View</b>	
<p><b>AGENCY FOR CHILD RELIEF AID (ACRA)</b> is a national Non-Profit, Non-Government Humanitarian Organization established by dedicated South Sudanese professionals. ACRA aims to offer sustainable livelihood opportunities to support and improve the lives of vulnerable children and populations in both urban and rural areas of South Sudan. The organization works to ensure access to essential services such as Child protection, Education, Gender-Based Violence (GBV) prevention and awareness, Safe Water Supply, Sanitation facilities, Sustainable Food Security &amp; Livelihoods, Nutrition, and Primary Health Care services while upholding human rights principles and promoting peace and social well-being for all.</p> <p><b>Vision:</b> A society where children and vulnerable communities are empowered and equitably access sustainable livelihood opportunities.</p> <p><b>Mission:</b> ACRA mission is to provide Hope and Recovery to conflict and natural disaster affected children and communities through engagement in the sectors of Livelihoods, Environment, Education, Protection and Emergency Aid.</p> <p><b>Between July and October, 2024, ACRA is contracted by Samuel Hall to conduct data collection to inform research focused on the Pockets of Hope (PoH) areas to drive data-informed, area-based planning. The goal is to provide a baseline understanding that will guide both humanitarian and development initiatives. The core of this initiative lies in conducting service mapping and assessments, along with service delivery assessments and community consultations (qualitative and quantitative).</b></p> <p><b>The project endeavours to generate four comprehensive community-based assessments and service gap analyses. This will aid UNHCR, governmental bodies, and associated partners in predicting the requirements for various services in the return areas, supporting not only the returnees but also the national systems that will bear the increased demand.</b></p> <p><b>The goal is to assess to which degree those return areas are ready to absorb more people (returnees) moving there. This will depend on many things such as availability of shelter, livelihood opportunities, schools, hospitals, administration, conflict, spaces to socialise, but also how welcoming people already living there are.</b></p>	
<b>Roles &amp; Responsibilities/Job Description</b>	
<p><b>As part of this study, you are obligated to carry out the following activities:</b></p> <p>Training, Piloting &amp; Pilot debrief:</p> <ul style="list-style-type: none"> <li>- Attend training sessions on survey instruments, data collection methods, and project objectives.</li> <li>- Engage actively in training to enhance understanding of research protocols.</li> <li>- Participate in tool piloting and share feedback during the feedback session.</li> </ul> <p><b>Data Collection</b></p>	

- Carry out assigned data collection (semi-structured interviews, focus groups, and case studies) according to the work plan below.
- Demonstrate effective communication and interpersonal skills while interviewing respondents.
- Obtain accurate information while maintaining a neutral and non-biased stance.
- Accurately enter collected data into designated software.
- Ensure data quality through thorough and precise entry procedures.
- Collaborate with team members to coordinate survey schedules and logistics.
- Follow instructions from the field supervisor
- Follow strict ethical and legal guidelines to protect the privacy and anonymity of respondents.
- Maintain confidentiality and integrity throughout the data collection process
- Communicate effectively within the team to address challenges or concerns.
- Demonstrate flexibility to adapt to changing circumstances or conditions in the field.
- Represent the research organisation professionally in interactions with respondents and the community.
- Uphold a high standard of professionalism throughout the research process.

**Deliverables:**

- To be agreed upon a number of semi-structured interviews, focus groups, and case studies. The work plan below shows the estimated number of deliverables for the qualitative researcher.

**REPORTING LINES:**

- The enumerators will report directly to the Field Coordinator during the data collection phase.
- The enumerator will play a key role in meeting the set daily target and overall project timeline.

**MINIMUM QUALIFICATION/EXPERIENCE**

- The applicant must hold a Bachelor's degree in a relevant area from a recognized Institution of higher learning.
- Minimum of 3 years of work experience in quantitative and qualitative assessment.
- Past experience in conducting FGDs, KIIs, and Case Studies
- Ability to transcribe and draft full transcripts in English
- Strong oral and written communication skills in English and local languages.
- Fluency in Arabic is an added advantage.
- Experience in writing and reviewing reports.
- Proficiency in computer programs such as Word & Excel.
- Ability to work remotely with minimum supervision
- Ability to offer strong leadership support in emergencies and challenging areas with accessibility constraints.

**SKILLS AND ATTRIBUTES**

- Excellent analytical and logic skills
- Self-starter and independent thinker and willing to follow instructions.
- Team player with friendly personality; able to build strong interpersonal relationships with the local communities.

- Able to work under pressure and with people from diverse cultures and backgrounds.
- Flexible work style and with an interest in being part of a dynamic and evolving team.
- The advantage of having related tasks and work experience in the County

<b>WORK CONDITIONS</b>	<p>The responsibilities for this position involve primarily fieldwork, including daily reporting and movements.</p> <p>Applicants must have no history of violation of children’s rights or of Child abuse and sexual exploitation of any kind.</p> <p>ACRA maintains a <b>ZERO TOLERANCE FOR SEXUAL EXPLOITATION AND ABUSE</b>, and enforces strict policies to protect children and vulnerable individuals.</p> <p>ACRA adheres to stringent data confidentiality and protection regulations that govern research activities. All respondent is required to sign consent forms before providing any information. Any personnel accused of misconduct will be promptly suspended and excluded from the program.</p>
<b>JOB COMMITMENT</b>	
<b>STARTING DATE</b>	<p><b>Immediately.</b> Note that due to the urgent nature of the position, <i>the evaluation of applications will be on rolling basis</i> as we begin to receive applications and the position might be filled before the application deadline.</p>
<b>DURATION OF COMMITMENT</b>	<p>This involves daily tasks, and personnel will work and be compensated on a daily basis. The program will only compensate for days spent in the field.</p> <p>This role is short-term and does not involve monthly salary payments.</p> <p>Kindly specify your expected daily payment rate for fieldwork (excluding training days).</p>
<b>SUBMISSION OF APPLICATION</b>	<p>Hard copy applications sealed in envelop should be submitted to <b>ACRA at RRC Office Compound, [REDACTED]</b></p>
<b>CLOSING DATE</b>	<p><b>4<sup>th</sup> September, 2024</b></p>
<b>OTHER INFORMATION</b>	<p>Please provide the following when applying for this post:</p> <ul style="list-style-type: none"> <li>• Curriculum Vitae (CV) that contains details of your qualifications, experience, and present position, daily payment expectation, current or previous position held, contact details and names of three <b>references</b>.</li> </ul> <p><b>NB: DO NOT INCLUDE YOUR ORIGINAL ACADEMIC CERTIFICATES/ DOCUMENTS IN THE HARD COPY APPLICATION</b></p>

Female candidates are highly encouraged to apply  
**Only short-listed candidates will be contacted.**

