

50.11.3
Approved by
S. M. M. M. M.

STAND / FOR THE VULNERABLE™

World Relief South Sudan
Hai Cinema P.O. BOX 41
Juba, South Sudan

www.worldrelief.org

VACANCY ANNOUCEMENT

Job Title: RSRTF Project Coordinator
Department: RSRTF
Reports to: RSRTF Project Manager
Duty Station: Koch

World Relief South Sudan is the South Sudanese branch of World Relief, an international non-governmental organization dedicated to partnering with the local Church, to see the most vulnerable people transformed economically, socially, and spiritually. Since 1998, World Relief has been working with the local Church to address humanitarian and development needs related to Health, Nutrition, Food Security & Livelihoods (FSL), Education, WASH (Water, Sanitation & Hygiene), Protection, Disaster Risk Reduction (DRR), and Church Empowerment.

Currently, World Relief is leading a consortium of 5 partners in the implementation of the RSRTF project in Koch and neighboring Counties in Unity State. To fulfil the project objectives, WRSS is seeking to recruit RSRTF Project Coordinator

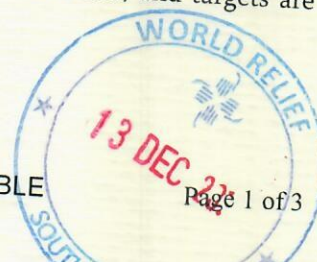
POSITION SUMMARY

The Project Coordinator (PC), under the SRSTF, is responsible for project coordination, monitoring, evaluation, and learning activities for the RSRTF Project in Koch. The PC is in-charge day to day operations of the RSRTF project and reports directly to the PM. In delivering to this role, the PC will coordinate on a day to day basis with PCs from other consortium partners, government agencies, the Area Reference Group (ARG) and other stakeholders. The RSRTF PC will receive, compile, and finalize reports from Koch field office and submit to the RSRTF Manager at Country Office (CO) for approval. The ultimate purpose of this position is to ensure efficient and effective implementation of the RSRTF Project through coordination with all project staffs, other WRSS sectors and partners as well as accurate and timely reporting of project activities to internal and external stakeholders.

KEY RESPONSIBILITIES

- Provide direct management of the RSRTF project ensuring all objectives, outcomes, and targets are achieved.

STAND / WITH THE VULNERABLE



- Ensure all the project activities are implemented in line the project proposal, work plan, budget, and results framework.
- Maintain working relationships with other PCs from the consortium partners,
- In consultation with the RSRTF Project Manager coordinate ARG meetings and activities
- Represent WRSS in the ARG and coordinate with local stakeholders, including authorities, and other aid actors and serve as RSRTF focal point WR Koch
- Conduct regular monitoring field visits to project sites in coordination with Area Coordinators and or Program Manager and ensure documentation of field visit results
- Provide feedback on project implementation, milestones, challenges and recommendations to ensure project objectives can still be met.
- Identify new opportunities and suggest any modifications required to ensure overall project success
- Provide technical support and direct supervision to Project Officers and other staffs.
- Recruit and train staff project staff as required in collaboration with HR.
- Build capacity of Project Officers, Project Assistants, and volunteers, and monitor performance towards continuous improvement.
- In consultation with the Logistics Officer, ensure procurement of project material and supplies according to work plan and budget.
- Submit error-free reports according to the reporting schedule by compiling reports from different sites.
- Ensure accountability to affected population mechanisms are in place and functioning.
- Other duties as assigned by the Area Coordinator or RSRTF Project Manager

QUALIFICATIONS

- Bachelor's degree in Social Sciences, Program Management, Development studies, or related field is required.
- Master's degree preferred.
- At least five years of experience in humanitarian-development nexus response, with two years project coordination special focus on peace building,
- Experience in livelihoods, gender and protection programming preferred.
- Experience leading multi-sectoral teams in remote field locations.
- Experience in reporting for grants from public funding (USG, UN, EU, etc.)

SKILLS REQUIRED

- Strong organizational and leadership skills
- Strong communication skills, with excellent written and spoken English.
- Demonstrated experience and skills in ensuring community participation, gender issues in humanitarian programming.
- Ability to coordinate with and represent WR to external stakeholders.
- Excellent skills in MS Office.
- Ability to analyses and interpret data
- Ability and willingness to travel and work in rural areas where the project is implemented.
- Ability to provide technical support to staffs and stakeholder on implementation of the project.
- Ability to cope with stress, hardship, patience, flexibility, and willingness to work additional hours in order to meet tight deadlines.

13 DEC 2021

APPLICATION REQUIREMENTS

Applicants desiring consideration for this position should submit the following:

- Application letter, expressing your motivation for the position you are applying for
- Current CV, Copies of diplomas and certificates, including nationality certificate
- List of three former supervisors who can serve as job references one of whom should be from the church with their valid email addresses and contact numbers.

Interested potential candidates should submit the above items in the application in any one of the following ways:

Submission to the World Relief Juba Office in Hai Cinema Tender Box or to our Koch field office as well

Online submission by email to WRSSRecruitment@wr.org copying GElizabeth@wr.org including the job title in the subject line or email.

Applications must be received by **2nd January 2022 at 5:00PM**. Applications will be reviewed as they are being received and only shortlisted candidates will be contacted.

