

Joint Aid Management (JAM) is a Humanitarian Relief Organization, operating in various African countries. Our projects include feeding and agricultural programs, an orphanage and training center in Rwanda, drilling of water wells in the Eastern Cape, as well as numerous community development programs in Sub-Saharan Africa.

In South Sudan, JAM is actively implementing Food for Education, Food for Asset, General Food Distribution, Food Security and Livelihood interventions and livestock vaccination and intervention in Twic East, Bor, Pibor, Boma, Bentiu, Aweil, Wunrok and Kuajok.

JAM is seeking a Qualified South Sudanese national for following position:

Job Title: Program Coordinator

Location: Aweil- South Sudan

Reporting to: Area manager

PURPOSE OF POSITION:

General

JAM is a global non-governmental humanitarian and developmental organization with a special focus on the well-being of the needy Communities in South Sudan. JAM is looking for competent and Qualified South Sudanese to fill the position as below.

Purpose of the position

To ensure that all JAM 's project activities in the duty location including food assistance, FSL, nutrition WASH and other interventions are properly implemented as outlined in the respective project agreements and work plans. To ensure good communication and coordination with RRC office and other relevant authority representatives and partners in the area of location. To ensure the timely preparation and submission of project reports and provides oversight and support to monitors in the coverage areas and coordinate activities with the provincial office.

Key Responsibilities

Project Planning and Implementation

- Coordinate with Donors and other Partners and government counterparts in the identification of needs, in the program design, planning of appropriate response and interventions.
- To work with field and regional staff to develop implementation plans, program deliverables and required activities and budget plan



- Ensure all programming, including food assistance (GFD, BSFP, School Feeding), nutrition, FSL (livelihood inputs, agriculture, infrastructure) and other JAM's projects are operating effectively.
- Responsible for preparation of personal performance plan, coaching sessions and performance evaluation annually as per the policy and procedure

Stakeholders Engagement, Networking and Collaboration

- Engagement with key local stakeholders for influence and learning
- Network and collaborate with other partners including attending county level coordination meetings and actively representing JAM in any cluster activities (FSL, Nutrition, WASH etc.) together with relevant technical staff at field level.

Documentation, Reporting and knowledge management

- To ensure the timely compilation and submission of reports for the different projects including weekly, monthly, quarterly and annual progress reports in coordination with relevant sector staff and Area Manager.
- Facilitate and coordinate the documentation and sharing of success/case stories and best practices on regular basis by the relevant sector staff and M&E team.

Knowledge, Skills & Abilities

- At least first Degree in Project management, Business Administration or other related fields
- Experience of at least 5 years in Project management or related Administrative work in international NGOs
- Good interpersonal skills and cross-cultural sensitivity.
- Effective in written and oral communication.
- Computer literate (MSWord, Excel)
- Should be able to work with minimum supervision
- Knowledge of the local context is an added advantage;
- Honesty, Integrity, Maturity, well organized with willingness to work under pressure of constant deadlines

To Apply: Qualified and competent candidates who has meet the requirement are encouraged to submit their full CV with a covering letter by email to jamss.recruitment@jamint.com or by hand delivery to JAM's sub office **Aweil or** in Juba at UAP Equatorial Tower Hai Neem 4th Floor. please clearly mark the position title. **Deadline for submission: 28th December 2022.**

JAM is an Equal Opportunity Employer JAM considers all applicants on the basis of merit without regard to race, sex, color,

NB WE ENCOURAGE FEMALE APPLICANTS ARE STRONGLY TO APPLY.

