

Institute for Promotion of Civil Society



South Sudan

IPCS is a nongovernmental, nonprofit making and a non-political National organization founded in January 1999 by some south Sudanese community with help of Action AfrikaHilfe International (AAH-I). IPCS's geographical operational area covers the ten states of South Sudan and three Administrative areas, it aims at improved functioning Civil Society and livelihood in South Sudan. IPCS has built partnership with many International and National NGOs in South Sudan working to improve the capacity of sprouting Civil Society organization in South Sudan over the past 25 years. Among those INGOs we have Action Africa Help, Oxfam Novib, DFID, International HIV Alliance, UNHCR, UNICEF, NPA, EED, ICCO EC, C4C UNDP and IRC. This relationship has created a remarkable change in our society and the entire population of South Sudan

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JOB OPENING

INTRODUCTION

SUCCESS Project is a Consortium project of two partner Organizations in South Sudan. In this Consortium, Mercy corps is Principle recipient of the Grant while IPCS referred to as a Grant Sub-recipient Partner and at the same time an implementing Partner with Funding from the European Union for supporting Civil Society Empowerment in South Sudan.

Job Description

The Institute for Promotion of Civil Society (IPCS) Office in Juba invites applications from suitably qualified and interested candidates who fill they meet the eligibility criteria for the position of **Project Coordinator Torit**. The below is details of the job position.

DETAILS

ORGANIZATION:

Institute for Promotion of Civil Society (IPCS)

POSITION:

Project Coordinator

DUTY STATION:

Torit - Eastern Equatoria State

PROJECT:

Support Civil Society Empowerment in South Sudan
SUCCESS Project (Consortium Intervention)

REPORTING TO:

SUCCESS Project Manager in IPCS Office Juba

PROJECT PERIOD:

3 years

DONOR:

European Union



Job-Summary:

The project Coordinator shall work in coordination and collaboration with the line administration in IPCS Juba office in the state implementation of the Success Project and in particular assists project manager by managing implementing the project in Torit together with the relevant administrative tasks assigned, tracking progress, and ensuring projects stay on schedule and within budget. He/she shall also communicate project details, manage resources, and prepare reports. Essentially, he/she shall act as a liaison between project managers and team members, helping to keep projects running smoothly.

Key Responsibilities:

- **Administrative tasks:**

The Coordinator shall among other duties shall ensure effective management of documentation, organizing reports, invoices, and contracts, and maintaining financial records.

- **Project planning and scheduling:**

The project Coordinator shall work hand in hand with the project manager in defining timelines, tracking milestones, and scheduling meetings directed towards attainment of the project goal.

- **Resource management:** Ensuring that all the field team members have the necessary resources, supplies, and equipment fit for the project.
- **Communication:** Acting as a liaison between project manager, team members, and stakeholders, keeping everyone informed of progress and potential issues.
- **Progress tracking:** Monitoring project progress, identifying potential delays or bottlenecks, and reporting updates to stakeholders.
- **Budget management:** Assisting with budget creation, tracking expenses, and implementing cost-saving measures.
- **Problem-solving:** Identifying and resolving project-related issues in the field before reaching the Head office in Juba.
- **Quality assurance:** Ensuring projects adhere to quality standards.
- **Training and support:** Providing training and support to project team members.
Monitoring, Evaluation, Accountability, and Learning (MEAL)
 - Work closely with staff and partners to ensure that project monitoring data are analyzed and used for program planning, monitoring, learning and performance measurement.
 - Contribute to the development of required project narrative reports, quarterly performance data, as well as other reports needed/required by the local government, donors, and the IPCS Coordination office in Juba or headquarters. This input includes accurate and timely reporting.
 - Support the identification, documentation and dissemination of project results in various forms, including abstracts, PowerPoint presentations, case studies and support programming learning exchanges within Juba and Torit



Strategic Leadership

- Lead State and county program efforts to pre-position IPCS for strategic opportunities of Civil Society Capacity development and Care to play a catalytic role in collaboration with the Program coordinator and other key program staff.
- Provide technical guidance in country strategic development, proposal development and project design with a focus on scale.

Qualifications and Skills

Education, Experience & Requirements:

Education:

- Bachelor in Public Administration, Project planning and management, Bachelor Degree in Project planning and management, development studies, Public Administration, Social Work and Social Administration, International Development or a related field.
- Three to five (3-5) years of experience in an organization development, project planning and management programs.
- Demonstrated knowledge and technical capacity in organization project planning and management, report writing, supervision, monitoring and evaluation, facilitation of capacity building trainings and ensuring best practice in the project and organization.
- Experience with capacity building - particularly of local implementing partners - as well as working in coordination partners involved in this project.
- Knowledge of national government institutions and policies related to institutional capacity development
- Previous experience of working and collaborating with national government institutions.

Knowledge, Skills, and Abilities (SKAs)

- Commitment to uphold IPCS standards, policies and procedures, and comply with donor requirements.
- Strong written and verbal communication skills in English required.
- Proficiency in the use of Microsoft Office suite, including Word, Excel, PowerPoint and Outlook.
- Strong critical thinking, creative problem-solving and organizational skills.
- Demonstrated experience working successfully in cross-disciplinary teams and facilitating team efforts in the workplace, as well as working independently.
- Proactive, results-oriented and service-oriented.
- Attention to details, accuracy and timeliness in executing assigned responsibilities.
- Ability to travel within both Central and Eastern Equatorial state of South Sudan (estimated at a minimum of 30 percent).
- Willingness to attend conferences, workshops or other related activities.

Supervision and Coaching/Mentoring Responsibilities

- The Project Manager will supervise the Project/Field Officer activities implemented in line with the set work-plan for the project

Key working relationships

- Internally, the management require team working condition in related to the nature of the job done with our partners like Mercy-corps, SSRRC, Ministry of Gender, Labor, and Social Development, OTHER national NGOS Alternative Care Implementation Unit; District Local



Government, including Department of Community-based Services (DCS); other networks (civil society and faith-based) engaged in the SUCCESS Project

Key Attributes:

- Ability to write analytical and technical reports
- Ability to communicate effectively in English
- Good organizational and planning skills with the ability to multi-task.
- Good analytical skills
- Client service orientation and relationship building capabilities.
- Ability to work under pressure.
- Ability to self-motivate and motivate a team

How to apply

Interested applicants from Eastern Equatoria State specifically should send their applications with a copy of CV, Covering letter, scanned copies of academic transcripts and certificates with full details including telephone numbers while emails submitted to the attached emails or those in Juba from Eastern Equatorial state who maybe applying and ready to be based in Torit as someone from there, may submit hard copies to IPCS Office at AIC Church Merkolong Hai Tarawa Juba Central Equatoria State South Sudan

Email: hr.recruitment.ipcs@gmail.com

For more information contact: +211980727166 / +211921811999 / +211929842219
Closing date is **23rd July, 2025.**

Female candidates are highly encouraged to apply.

Only short listed candidates will be contacted.

