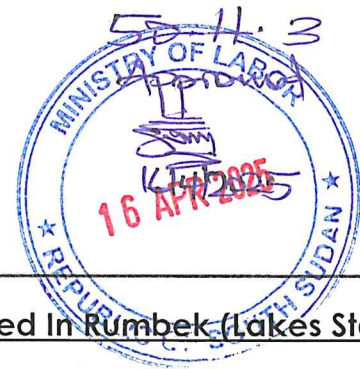




Norwegian People's Aid

South Sudan



Vacancy Announcement For Project Coordinator (PC) Based In Rumbek (Lakes State)- Contingent Upon Funding.

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development operation in South Sudan.

NPA has worked in South Sudan since 1986 and currently runs two programmes: Civil Society Development Programme and Humanitarian & Resilience Programme.

NPA wishes to recruit a highly competent, proactive and self-driven individual (South Sudanese) for the position of **Project Coordinator** based in Rumbek with field travels to NPA Offices in Lakes.

The employment contract for this position is Definite Contract with possibility of extension based on funding and satisfactory performance. Also, this position is subject to approval of funding by the donor.

Purpose of the Position:

The Project Coordinator (PC) has the responsibility for the management of the Norwegian People's Aid (NPA) project, 'Livelihood Enhancement and Addressing Protection Concerns in South Sudan Phase II' (LEAPSS II) in Lakes State.

The project is a 'triple nexus' complex with three technical disciplines, five national partners, direct implementation and co-funding elements. The Project Coordinator requires to maintain oversight and management of the project to ensure accountability, timeliness, quality assurance and appropriate co-funding expenditure. The position requires to work closely with line manager Head of Sub Office in Rumbek, as well as Humanitarian & Resilience Programme Manager, Humanitarian Programme Coordinator, Civil Society Programme Manager, Women's Rights Coordinator, M&E Coordinator, Partnership Accountant and Grants Manager.

The project will be implemented in Rumbek North and Wulu counties. The position is based in Rumbek. The position is key and to ensure leadership and coordination of all the facets of project cycle management and partner capacity development. Besides this project, NPA SS works in two programming areas i.e. Humanitarian & Resilience and Civil Society Development. The implementation of NPA in Lakes State are direct and indirect through partners and funded through a number of multi-year funding and short-term funding. All responsibilities and reporting must be carried out in accordance with the strategic objectives of NPA as set out in the International Strategy, country strategy, Regulation for Delegation of Authorization and other relevant procedures and guidelines in the Quality Management System and IPD Programme Handbook, as well as approved local guidelines and regulations. The above shall be conducted in close collaboration and any deviation to the above has to be reported to Head of Sub Office Rumbek.

Duties and Responsibilities:

1.1 Project planning and Activity Implementation

- Provides leadership, guidance and control checks on the oversight of the full implementation of project activities at field level ensuring that technical quality and standards are considered and respected during project(s) implementation
- Conducts field level project coordination and monitoring, ensuring that partners have a good understanding of donor requirements and procedures



- Ensures project implementation is on time, target and budget, using effective M&E systems to reach desired impacts
- Provides ad-hoc support to partners, in line with project implementation and eliminate blocking points
- Conducts frequent field visits to project sites to assess activities and ensure efficient use of resources
- Leads review meetings with partners, with particular attention given to the relationship aspects of partnership collaboration
- Proactively identifies partnership models that might be necessary for rollout of activities
- Ensures that the project is implemented in accordance with relevant NPA technical guidelines and standard operating procedure
- Regularly updates the work plan and other documents relevant for effective project management
- Maintains overall internal controls of NPA and ensure partners are aware of and respect NPA Safeguarding policy Code of Conduct, Anti-Corruption Policy.

1.2 Partnership Management and Follow-up

- Provides close working coordination with the three partners on the project implementation
- Supports in the vetting and identification of new partner when and if need arise
- Supports selected partner in planning, implementation and reporting of project activities
- Assesses partner needs, and capacity gaps, plan and develop interventions to bridge the gaps in line with the scope of the project
- Contributes to the development of partner and beneficiary's capacity development, especially at the grassroots level
- Conducts partner follow up on action plans for organizational development of partners
- Monitors the implementation of the projects by partners and ensure that they meet the agreed performance and reporting standards
- Ensures that contractual obligations are met in terms of project deliverables
- Facilitates systematic partner feedback on NPA's management of the partnership relationship, including the documentation of, and response to partner feedback
- Works towards the development of partner capacity strengthening priorities and identify opportunities and plans for NPA to support partner capacity strengthening efforts
- Identifies and recommend ways for continual learning between NPA and partners
- Works with the Partnership Accountant and partners to ensure that all finance management and grant accounting rules and regulations of NPA and donors are properly complied with
- Regularly attends partner activities, visit partner offices and conduct quarterly reviews
- Ensures partners are aware of safeguarding and work on having safeguarding policy in place

1.3 Monitoring and Evaluation

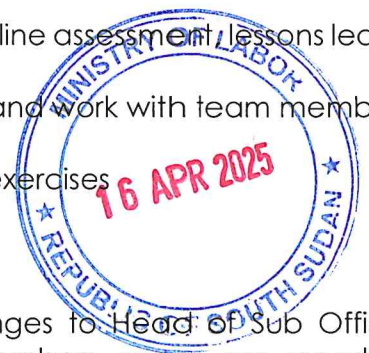
- Works closely with M&E Coordinator on the monitoring plan, baseline assessment, lessons learnt and mid-term/ end line evaluation
- Identifies the M&E capacity development needs of the partner and work with team members to address these
- Participates in internal and external monitoring and evaluation exercises
- Conducts regular field monitoring visits to project sites
- Captures and share project significant change stories

1.4 Reporting

- Provides regular and timely updates on progress and challenges to Head of Sub Office Programme Managers, Grants Manager and other team members on as per reporting schedule.
- Develops narrative reports and contribute to the development of financial reports through regular budgetary follow up
- Contributes to the back-donor report

2.1 Budget Control

- Reviews monthly project expenditure ensuring correctness of the transactions for each budget line and propose changes and readjustment



- Reviews financial indicators for the project and raise alerts on potential issues and delays in project implementation
- Provides cash forecast for financial planning, check financial expenditures to ensure funds are used in accordance to planned activities, budget and NPA policies
- Prepares and lead the BVA meeting relating to this project to review expenditure levels and take appropriate action to redress over and under expenditures

3. Any other duties assigned by the supervisor or management

Desired Qualifications/Skills/Experiences:

- A minimum of a master's degree in Social Sciences, Development Studies, Agriculture or any relevant field.
- Additional qualification in Project Management and Financial Management
- At least 5 years' experience in project cycle management
- Experience working in a senior position on a large multi-technical project
- Relevant experience (at least 3 years) as a Project Coordinator or Project Manager supervising a considerable number of staffs.
- Experience working with national partners, local/government authorities, and UN organizations
- Proven experience with donor compliance, proposal, budget design and reporting

Other Qualifications:

- Good understanding of 'triple nexus'; humanitarian, development and peace building response issues, in food security and livelihood, civil society development and cash intervention
- Good understanding of concepts of Grand Bargain and localization of aid
- Experience of developing, maintaining and improving coordination and relationships with stakeholders
- Diplomacy and Confidentiality
- Computer literacy skills – MS Office applications, word, excel, PowerPoint, Spread sheets etc.
- Strong analytical skills, proven proposal writing skills.
- Advanced proficiency in written and spoken English
- Strong interpersonal and excellent organizational skills.

Personal Competencies:

- Good communication-, networking- and interpersonal skills
- Ability and readiness to work under pressure and deal with difficult and complex conditions
- Ability and willingness to work and live under difficult circumstances
- Analytical, systematic and structured
- Committed to safeguarding vulnerable communities and individuals
- Strong moral values

Additional Considerations:

- The PC is to abide by the policies and personal codes of conduct set by the Norwegian People's Aid (NPA) and represent the organization in a loyal and responsible manner.
- Women are strongly encouraged to apply.

NPA South Sudan is an Equal Opportunity employer. In making employment decisions it does not discriminate based on gender, Age, ethnicity, religion or political affiliation.

Qualified female candidates are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: recruitment-rss@npaid.org

Hard copy application and CV/Resume can also be delivered to the NPA South Sudan Head Office Martyrs Street (opposite UNICEF) Juba Office and NPA Rumbek Office.

Applications submitted after 12:00 noon on Wednesday 7th May 2025, will not be considered.



NB: Submitted copies of academic transcripts will NOT be returned to the applicant.
Only Shortlisted candidates will be contacted.

