

### Vacancy Announcement

Organization	Africa Development Aid (ADA)
Position/title	Field Coordinator – based in Upper Nile State - Malakal
Reporting to	Reports to the Head of Programme
Programme duty station	Malakal the Capital of Upper Nile State with frequent travel to the field project site
Work with	HR & Admin Manager and Finance departments
Duration	Six (6) Months with possibility for extension depending on funding and performance
Number of vacant	(01)
Date of the advert	Thursday 14 <sup>th</sup> April, 2022
Starting date	Applications will be reviewed on rolling basis.

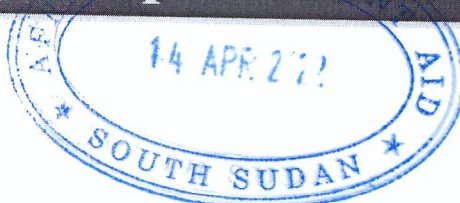
#### 1.0. Organizational Context:

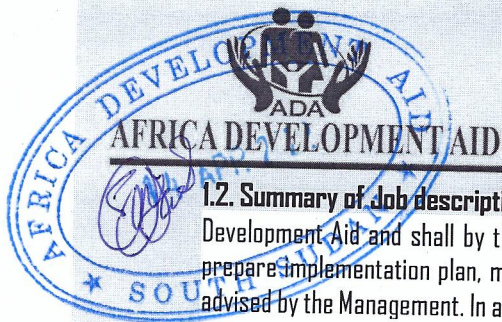
Established in 2012, Africa Development Aid (ADA) is an expanding and vibrant South Sudanese Humanitarian and Development National NGO operating in Upper Nile, Jonglei, Unity, Eastern and Central Equatoria States. At ADA, we work with vulnerable communities to realize their full potentials and build resilience to create environments in which local population can thrive. We work to prevent and overcome situations that adversely affect community well-being by reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy. Our belief is that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming.

For the past 8 years ADA has strengthened rural livelihoods through Food Security & Livelihoods, environmental awareness training, S/NFLs and WASH, Peace building, access to justice for women and human rights, child protection and Education. ADA has had enormous humanitarian projects in pursuit of a peaceful, self-reliant, and improved future. Our past and current donor portfolio includes the IDI, CARITAS Germany, ZOA, SSHF, CAFOD, Christian Aid, Tearfund, and EU among other strategic and potential partners. ADA is a vibrant and dynamic humanitarian & Development national none-governmental organization experiencing steady growth and building experience in working with communities in the most remote area across the country. ADA offers sound employment conditions with opportunities for personal growth and career development.

Motivated by the Motto: **"Secure Healthy People in Safe Environment"** Africa Development Aid is committed to promoting community awareness on water borne diseases particularly during this flood disaster and beyond. In addition to promoting sustainable economic and social development by working with local communities through relief and development activities. ADA aims to help the needy regardless of their race, political affiliation, creed or gender. In this regard, Africa Development Aid, South Sudan programme is looking for a motivated, experienced and talented candidate, South Sudanese to fill the position of **"Field Coordinator to be based in Malakal"** to represent and coordinate donors' relations, work closely with Upper Nile team to bolster team work and foster complementarity. The incumbent will also coordinate logistical needs of ADA in collaboration with projects leaders to ensure smooth flow of logistics to various field location and project sites. Under the supervision of the Head of Programme, the Field Coordinator, will support programme in areas of building relationships with donors/partners and government agencies to particularly line ministries in the state, as well as forging a strong relations and cooperation. You will be representing ADA in all state based clusters meeting and other fora to ensure ADA's activities in the states are done in accordance with the laws and humanitarian principles. The incumbent shall not take side or comment nor take side on any political activity in the state.

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Plot No. 379, Block 3K South, 1st Class

Tongpiny, Opp. Medair, P.O. Box 122

Juba, South Sudan

Tel: +211920222200 / +211916633416 / +254722114999

Email: ed@adadevelopment.org / yior.ada@gmail.com

**1.2. Summary of Job description:** The Field Coordinator (FC) is responsible for coordinating the programmes of Africa Development Aid and shall by the virtue of this assignment conduct assessments, design and write project proposal, prepare implementation plan, manage the overall coordination within Malakal and the areas around Malakal as may be advised by the Management. In addition to these aforementioned roles, the incumbent shall among other tasks intensively involve in fundraising activities.

**2.0. The objectives of this position is;** To create and enhance ADA's relationships with UN agencies as priority by engaging cluster's leads through demonstration of professional and technical competence as well as working hand in hand with other international Non-Governmental Organizations, NNGOs as well as government institutions.

**3.0. The general duties of the employee will be as follows;**

- To abide by all grant regulations imposed on ADA IF applicable to an assigned project and agree to be bound by ADA's policies and procedures.
- To abide by all regulations stipulated in Human Resource Policy.
- To carry out all duties under your responsibilities.
- To accurately complete and submit timesheet verification of all pay periods worked.
- To carry out any duty (ies) and responsibilities assigned by the employee's direct supervisor.
- To maintain confidentiality on matters or information pertaining to ADA that should not be disseminated whether within or without.

**4.0. Specific job responsibilities**

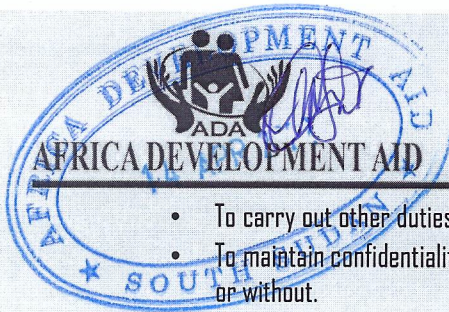
1. Maintain high level coordination with UN agencies, INGOs, NNGOs, CSD and government agencies.
2. Work in a collegial manner with Project (s) team leaders as may be deployed, render to them the necessary supports for the success of the project (s).
3. Coordinate logistical needs with North-Western Jonglei Field Office, Nasir and Ulang Counties of Upper Nile in addition to any other location (s) ADA may move in.
4. Liaise with all line ministries and departments in Upper Nile state, update them on any new opportunity ADA would like to pursue in the state and in collaboration with such particular Ministries and departments.
5. Attend all cluster meetings in the state and participate effectively. Brief and update the management on the matters discussed and the action.
6. Initiate bilateral meetings between ADA and donors/partners and or government agencies.
7. Liaises at all times with the local authority in administering all ground rules and the agency's operation plans.
8. Attend all meetings and file minutes of those meetings and share the resolution with the head office.
9. Participate in inter-agencies assessments initiated by ADA or when invited.
10. Schedule and coordinate meetings, appointments and travel arrangements for projects staff to or through Malakal.
11. Maintain field inventory (Assets register) and handles handing over procedures of outgoing staff by following handing over checklist to confirm the correctness of the process.
12. Fill and share on monthly basis a timesheet to the HR through your line manager (HoP)
13. Perform any other duty (ies) as may be delegated by the line manager

**5.0. The general duties of the employee will be as follows;**

- To abide by all grant regulations imposed on ADA, if applicable to an assigned project, and agreement bound by ADA's policies and procedures.
- To abide by all the regulations stipulated in the HR Policies.
- To carry out all the duties under your responsibilities.
- To accurately complete and submit a timesheet verification of all pay period worked.

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- To carry out other duties and responsibilities assigned by employee's direct supervisor.
- To maintain confidentiality on matters or information pertaining to ADA that should not be disseminated within or without.

#### **6.D. Key Qualifications and Competencies:**

- Minimum university degree from a recognized university in Economics, Sociology, International Relations, among other related field
- A minimum of 3 (03) years working in humanitarian context
- Ability to develop a compelling project proposal
- Fluency in English, both written and spoken with considerably oral knowledge of Arabic language
- Knowledge of South Sudan Humanitarian Fund Cluster's procedures and reporting;
- Refined training and facilitation skills, especially in cross-cultural environments;
- Proven abilities in managing successful community-based projects;
- General understanding of project management and monitoring techniques;
- Proven analytical, problem-solving skills and comfortable working under minimal supervision;
- Energetic and motivated skills in community mobilization, training, and team-building;
- Highly organized, efficient, and able to meet key deadlines;
- Highly developed inter-personal skills/inter-cultural sensitivity;
- Proficient in typing, MS-Word, Microsoft Excel, Power Point Presentation and email/internet programs; and
- Must have excellent oral and written communication skills.

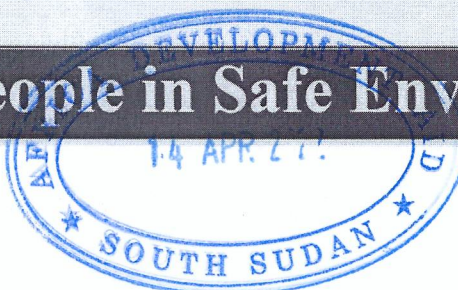
#### **7.D. Desirable**

- Experience in programme particularly project proposal writing
- Strong believer in Christian values
- Knowledge of Humanitarian Accountability Principles
- Experience of working in humanitarian with EU or with EU funded project, USAID, INGOs/NNGOs or Government agencies in the same capacity.
- Be conversant with South Sudan humanitarian clusters' procedures
- Willing to travel and work in the field where project activities are being implemented
- Knowledge of local language is an added advantage
- Have strong sense of accountability to both beneficiaries and the donors
- Must have a good working skills of the basic computer packages (Microsoft words, excel and PowerPoint)
- Strong communication skills at a level appropriate for high level external representation and ability to tailor communications to different audiences
- Be willing to work in a team environment, travel and stay overnight at project site

#### **8.D. Attitudes**

- Proactive and takes initiative.
- Flexibility
- Reporting experience, problem solving and diplomatic skills
- Respect when dealing with others.
- Ability to solve complex mathematical and other coding problems including algorithms
- Identify him/herself with the mission, vision and values of ADA
- Multi-tasking

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**9.0.** This is a challenging opportunity for a dedicated and highly motivated professional. Please submit your application to **HR & Admin Department** or send through [hr.adadevelopment@gmail.com](mailto:hr.adadevelopment@gmail.com) or bring hardcopies of your updated CV with valid contacts of three referees, letter of application and academic credentials in sealed envelope to ADA Office in Thongpiny, Theo Road, opp. Medair Country Office.

**ADA is an equal opportunity employer. However, this position is only for South Sudanese nationals**

Deadline for this advert is Thursday the 5<sup>th</sup> May 2022 by 4:30PM

**Female candidates are strongly encouraged to apply!**



**AFRICA DEVELOPMENT AID**

**Secure Healthy People in Safe Environment**

