



Approved
17/5/2022
19 MAY 2022
REPUBLIC OF SOUTH SUDAN
MINISTRY OF LABOUR

Juba Nabari inside CRADA Compound
Thonpiny-Along Kololo Road

+211 923 999 993
+211 912 200 098
+254 712 661 166
+211 922 922 959

info.riseafrica2017@gmail.com

www.riseafrica.africa.org

POSITION	Programs coordinator (PC) (1 position)
DEPARTMENT	Programs
LOCATION	Juba with frequent travel to field locations.
REPORTS TO	Executive director
DURATION	One year with possibility of extension based on funding availability.
STARTING DATE	July 1 st , 2022.
ELIGIBILITY	South Sudanese Nationals only

ORGANISATION BACKGROUND.

Rise Africa Organization (RAO) is a non-governmental and non-profit Women-Youth led National Non-governmental organization established by South Sudanese like-minded humanitarian activists. RAO was first registered in South Sudan in October 2018 with the Relief and Rehabilitation commission (RRC) No 1853. The organization focus on empowering communities to be healthy, self-reliant and self-sufficient. RAO builds capacities and offers lifesaving intervention to the most vulnerable and low income communities to improve their resiliency, reduce poverty and enhance economic growth, improve Health, Education, Food security and livelihood, Microfinance (entrepreneurship) support & promote access to social justice, fight Gender Base Violence (GBV) and provide the necessary support to the survivors and enhance and promote human rights and general protection, engage in conflict prevention and peace building and to intervene in humanitarian emergency response for life-saving assistance and WASH activities.

Job summery.

The programs Coordinator (PC) will act as RAO's key focal point for the coordination of other sectors (e.g., Health, Nutrition, Education, Peace Building, General Protection, GVB, FSL, Women Empowerment, Peace Building etc.) S/he will represent the RAO South Sudan Country Office on the national forums and working groups. S/he will support the coordination of national level RAO's activities and initiatives with government, UN and other implementing partners/agencies at the national level. S/he will contribute to RAO research and advocacy through networking and collaboration with relevant internal and external entities, where relevant.

S/he shall by virtue of this assignment conduct assessments, design and write project proposals, prepare implementation plan, manage the overall in South Sudan. The incumbent shall among other tasks intensively involve in fund raising.

Objectives of this position.

To create and enhance RAO's cordial relationships with the Government bodies, UN agencies, as a priority by engaging cluster leads through demonstration of professional and technical competencies as well as working hand in hand with other international Non-Governmental organisations

Key qualification and competencies:



- a) Bachelor degree from a credited university in the following disciplines: Medicine, Public Health, International Relations, Political science, International Development, Anthropology, Law, Sociology or any other related field plus an equivalent experience.
- b) Minimum of **5 (five)** years of experience with progressive responsibilities of training, capacity building, mentoring, coaching, quality monitoring & evaluation and extensive report writing.
- c) Significant experience in training, capacity building and mentoring
- d) Ability to develop a compelling project proposal.
- e) Experience working with UN agencies, International organisations, National Non-governmental organisations, civil society and community-based organisations, particularly in South Sudan.
- f) Experience solving complex issues through analysis, definition of a clear way forward.
- g) Strong analytical and organizational skills.
- h) Excellent verbal and written communication skills.
- i) Excellent report writing and proposal development skills.
- j) Highly developed interpersonal communication skills including influencing, negotiation and coaching.
- k) Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures.
- l) Commitment to RAO values and willingness to abide by Child Safeguarding Policy and hold others accountable.
- m) Ability to work effectively in a complex, fast-paced environment
- n) Ability to develop strong professional relationships and collaborations across functions, projects, and teams
- o) Fluent in English and high level of English writing skills.
- p) **This position is open to South Sudanese Nationals only and all applicants should be in possession of Nationality IDs/Jinsia.**

Specific job responsibilities.

- a) To maintain a high level coordination with Government bodies, UN agencies, INGOs, NNGOs and CSO.
- b) Ensure timely, Complete, high-quality donor financial and narrative reporting in the respective donor formats and systems.
- c) Regular review financial management and accounts of partners in collaboration with the respective donor.
- d) Regular project monitoring and visits together with respective RAO office and other relevant RAO teams
- e) Facilitate the development and implementation of project plans and budget in collaboration with Program managers' sector heads.
- f) Coordination of field level human, financial and material resources of the projects to ensure efficient resource allocation and utilization for all components.
- g) To Work in a collegial manner with program managers and project(s) team leaders, render to them the necessary support for the success of the projects.
- h) Liaise with all line Ministries and government departments in Juba and update them on periodic basis about RAO'S activities.
- i) Initiate bilateral meetings between RAO and Donors/partners and or government agencies.
- j) Providing overall supportive supervision of projects being implemented by RAO.



- k) In liaison with Program managers, project managers and M&E Manager, facilitate monthly project technical reviews and planning meetings with the project supervisors.
- l) In coordination with the sector heads program managers, in review and consolidation of periodic project reports from project supervisors and ensure timely submission to Juba office and subsequent dissemination to the donor.
- m) Assist in the organization and undertaking of all aspects of visits by the all stakeholders.
- n) Supervise and train project teams in high impact areas.

Desired Skills:

- a) Proactive and anticipative working style; effective working with ambivalent situations.
- b) Highly developed interpersonal and communication skills including diplomacy, negotiations and ability to work with staff from diverse background and cultures.
- c) Excellent planning, coordination and reporting writing skills.
- d) Excellent team player.
- e) Excellent in proposal development and writing.



Professionalism

- a) Good knowledge of institutional mandates and policies related to protection, Human rights including Prevention of sexual exploitation and abuse (PSEA).
- b) Good analytical and research skills, ability to evaluate and integrate information from variety of sources.
- c) Good knowledge and or experience in monitoring and evaluation.
- d) Maintain a positive image of RAO at all times and all circumstances.
- e) He/she ensures that implementation and monitoring complies and conforms with government security measures in place.
- f) Ensures that all incidences reported to RAO are handled with due regard to protection principles including confidentiality and respect for the victim survivors.
- g) Ability to work in remote areas with limited infrastructure and including limited transport options

Communication and coordination

- a) Strong communication skills (spoken and written) including the ability to produce written reports in a clear and a concise style, to deliver training presentation to external audiences as well as internal capacity building.
- b) Collaborate with other humanitarian agencies and government stakeholders i.e. Government line ministries including RRC, NGOs and UN agencies to promote and enhance the good relationship and harmony.
- c) Ensure comprehensive and timely donor communication (e.g. reporting as well as meeting donor demands)
- d) When required, give representations at donors' events as well as preparation and supervision of project visits with donor representatives to field locations.
- e) Support Rao Head offices establishing strong relations with in-country institutional representatives of current and potential future donors.
- f) Strengthening relations with key donors to enhance the organization's funding capacity

How to apply.



Suitable and Qualified candidates should Submit their detailed CVs indicating their daytime phone number, 3 professional referees with their phone numbers and their email addresses, Application letter. Cover letter explaining among other things why you think you are the best for this position. In the email subject, please indicate the position you are applying for as indicated above. Email your application to recruitment.rao22@gmail.com not later than **Friday 3rd June, 2022 at 12 noon. Late applications will not be considered. Eligible female candidates are highly encouraged to apply.**

Hard copies can also be dropped at our main Juba office, located at (CRADA compound, near Faith Nursery and primary school) Hai Juba Nabar, off American Embassy, Catholic University road. Behind the office of the vice president.

NOTE: Do not enclose the original copies please. Send photocopies only. We shall not be held responsible for loss of any document. Originals will be asked only during interview date. Also indicate behind the envelope the position you are applying for. Only shortlisted candidates will be contacted for subsequent interviews. Applications once submitted are not returnable.

