



ARDF

African Relief and Development Foundation
Save lives & build healthier Communities

Approved by
Inspector of Labour
25/03/2023
24th MAR 2023
MINISTRY OF LABOUR
REPUBLIC OF SOUTH SUDAN
JUBA

Vacancies Announcement

Job Title: BHI-Project Coordinator (1)
Location: Aweil South County.
Reporting to: Program Manager
Position Code: ARDF-023-BHI-AS-001
Supervising: All staff in the County
Date Posted: 24th March 2023

About African Relief and Development Foundation (ARDF)

ARDF is leading non-governmental National organization working in three states of South Sudan including Upper Nile, Northern Bahar El Gazal and Central Equatoria State with an aim of saving lives, improving health alleviating poverty and Suffering. ARDF has a reputable experience in Health, WASH, FSL and protection. ARDF approaches include innovation in health, research, Community engagement in the provision of primary health care services focusing on immediate lifesaving while laying the groundwork for long-term impact.

Job Summary

The **BHI- Project Coordinator** is responsible for all activities in their programme site; this responsibility covers the operational/support functions (Security, Human Resources, Logistics, Finance and Admin) and direct programme activities (community mobilization and BHI) and includes coordination, programme planning and overseeing the day-to-day operations of field staff. The BHI-Project Coordinator is also responsible for coordination and communication with local authorities.

To ensure good management of ARDF programme activities in the geographical location, the BHI-Project Coordinator is responsible for ensuring that the programme receive the maximum possible level of support from the Operational/Support functions. This will involve ensuring:

1. Proper planning by the programme departments to ensure programme implementation is in accordance with the donor proposals
2. Good, timely coordination between the different programme departments and Operational/Support functions.
3. An understanding by all parties of the constraints faced by other departments.
4. The efficient performance of the Operational/Support functions.
5. If required, the BHI-Project Coordinator has a role to play resolving any conflicts between the different departments.

Specific Roles and Responsibilities

Key roles

- Coordination and programme planning with ARDF teams
- Oversee day-to-day operations of program staff
- Submit weekly, monthly and quarterly reports and provide inputs for donor reports and proposals
- Coordination with the Government, UN and NGOs in the field sides
- Ensure the safety and security of the staff in the area of operation
- Oversee HR issues in the project area
- Oversee finance department in the field





- Oversee operation department in the field
- Oversee Construction work in the field
- External coordination to ensure ARDF position is understood and protected
- Implement other tasks as identified by the Executive Director

External Coordination

Relationships with open dialogue and mutual respect should be nurtured with all stakeholders.

Meetings should include updates on the planned program direction, and understanding the context and promoting ownership of the program by the various stakeholders.

- Liaise with partners at state and county level; attend all appropriate co-ordination meetings and share information regarding projects and security where relevant.
- Ensure good relations with RRC and local authorities, including but not limited to Commissioners and ensuring that ARDF remains impartial.
- Liaise with Ministry of Health at State & County level on the management of the BHI services.
- Accompany donor representatives and other official visitors, when requested to by the ARDF Executive Director, and provide information as required

Security

The BHI-Project Coordinator is automatically the Security Focal Point for the programme site, and thus responsible for the safety of their team and at all times in a position to respond to a security incident.

Overseeing Security in the programme site, including:

- Implementing ARDF Security Guidelines and Procedures.
- Periodically review of the site specific security guidelines.
- Ensure that all staff are familiar with ARDF Security Guidelines and PSEA policies.
- Monitor the security situation and provide regular informant to the ED of any incidents, changes or adverse conditions affecting staff safety or project operations in the field.

Personnel

Overseeing HR issues in the programme site, including:

- Implementation of ARDF South Sudan HR Manual in the field
- Ensure all new hires are properly authorized and contract of employment issued.
- On a random basis accompany the staff member paying salaries.
- Coordinating with the HR manager on issues related to HR.
- Ensure implementation of staff appraisals

Financial

Overseeing the Finance department in the programme site, including:

- On a day to day basis managing the Financial Field assistant
- Working with the Finance and Admin Assistant to ensure that ARDF Financial Guidelines are adhered to at all times, reporting any breaches to the Financial Controller.
- Monthly review of spending and forecasting
- Weekly cash counts.
- Review of Cash book for reasonability of expenditure.
- Review of financial paper work to ensure all transactions are properly authorized and that all the required supporting documentation is on file.
- Coordinating with the Finance manager
- Ensuring that the Finance & Admin Assistant provides the required support to programmes.

Job Qualification and Requirement:

a) Education:

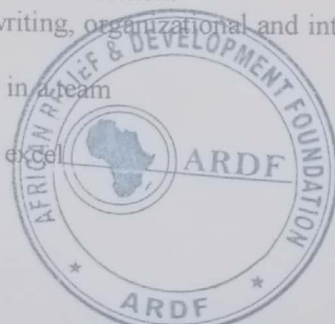
- Bachelor Degree in Business Administration, or social science. Master's Degree is preferred.

b) Experience:

- At least 3 years' experience as Area Coordination in humanitarian context
- Experience in analytical and conceptual skills in reports writing, organizational and interpersonal and communication.
- Proven experience of cooperating and working with others in a team

c) Skills and Competencies:

- Good Computer skills in micro soft word, PowerPoint and excel
- Professionally fluent in written and spoken English.



- Remain Productive when under pressure

a) **Language Requirements:**

- Ability to communicate effectively in English, both in written and in oral form
- Knowledge of Arabic is highly desirable.

Policies

- a) **Standard of Professional Conduct:** ARDF and ARDF workers must adhere to the values and principles outline in ARDF way standards for professional conduct. These are Faithfulness, integrity, Professionalism, governance and stewardship, Empowerment and team work. In accordance to these value, ARDF operates and enforce polices on beneficiary protection from Exploitations and abuses, child safeguarding, anti-workplace harassment, and fiscal integrity.
- b) **Safeguarding policy:** ARDF has a zero-tolerance policy for safeguarding violation by staff, incentive workers, visitors, suppliers/sub-contractors. Safeguarding at the ARDF is an integral to the organizational value and ethics and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuses and harassment of any person linked to the program by its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.
- c) **Gender Equality:** ARDF is committed to narrowing the gender gap in leadership position. We offer benefits that an enabling environment for women to participate in our workforce including a flexible hour (when possible), Maternity leave, transportation support and gender sensitive security protocols.
- b) **Equal Opportunity Employer:** ARDF is an equal opportunity employer. ARDF consider all applicants based on merit without regards to race, color, national region, religion, sexual orientation, age, Marital status, Disability or any other characteristic protected by applicable laws.

How to Apply

a. Application address

- Interested candidate are requested to submit their application and updated CV not more than 4 pages, Copies of National ID and Educational certificates through Email address; hr.ardfsouthsudan@gmail.com
The subject of your email will be; BHI officer- ARDF-023-BHI-MT-006
- For hand Delivery, submit your application to ARDF office in Juba, addressing to ARDF Human resource manager, Hai Mauna Residential Area, 450 meters South West from Mauna Medical Complex, Juba South Sudan.
- In Field, all application will be delivered to CHD office.

b. Eligibility;

- The position is Open to only South Sudanese living in Melut County with required qualifications.
- Female candidate with required qualifications are highly encourage to apply.

c. Shortlisting and interview

- Due to urgency of the position, applications will be review on regular bases.
- Successful candidates will only be conducted for interviews

d. Deadline for submission

- The deadline for submission will be **14th April 2023**
- Only applications submitted before deadline will be considered for review

Disclaimer:

African Relief and Development Foundation does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.

