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Approved by
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Dor
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STAND / FOR THE VULNERABLETM

World Relief South Sudan
Hai Cinema P.O. BOX 41
Juba, South Sudan

www.worldrelief.org

Job Title: SCOPE Technical Coordinator

Work location: Ibba/Maridi, South Sudan

Reports To: SCOPE Project Manager South Sudan

Travel required: 80% to be based in the field location and 20% in Juba



The Strengthening Community Health Outcomes through Positive Engagement (SCOPE) Program is a New Partnerships Initiative (NPI) cooperative agreement funded by the U.S. Agency for International Development (USAID). SCOPE is implementing maternal, child, nutrition, and reproductive health programming in four countries, including in South Sudan.

POSITION SUMMARY:

The Technical Coordinator provides programmatic, administrative, and M&E assistance to SCOPE, leads, and manages the development and implementation of discreet program activities with support under the supervision of the SCOPE Project Manager, South Sudan. They will contribute to serving as link between field offices in Ibba and Maridi, strengthen partnership with local stakeholders, and provides the day-to-day problem solving, technical input, writing and editing, and procurement processing that programs require. During Project Managers R&R leave, provide project oversight.

ESSENTIAL FUNCTIONS:

Field Support

- Provide field support to the project implementation sites to provide technical and logistical support to field teams.
- Have acumen in facilitating trainings and supporting logistics of trainings rollout at field offices.
- Participate in boma level technical working groups and partner meetings to represent SCOPE and negotiate project outcomes among local and international partners.
- Troubleshoot and react quickly to variable needs from variable stakeholders (staff, partners, Juba office).





Technical Work

- Contribute to writing and contributions to workplans, activity plans and reports.
- Facilitate technical work independently, including strategies, training curricula, communication materials, needs assessments, etc.
- Contribute to new activities, ideas, frameworks, and strategies that further high-level goals
- Use tools, processes, best-practices, and colleague review to contribute to products and documents of the highest quality possible
- Demonstrate high level technical communication, including writing reports, creating, and giving presentations, and facilitating trainings or group discussions.
- Work closely with PM to ensure coherence and relevance with project monitoring and evaluation of SCOPE's technical and programmatic interventions.
- Strengthen partnership and collaboration with key stakeholders; county leadership, implementing partners and institutions.

Program Management

- Maintain frequent, open, ongoing communication with project team members in Ibba and Maridi
- Identify and address support needs independently.
- Document successes and lessons learned donor reporting and other channels
- Work closely with the Project Coordinators and M&E Officers to support routine review of project performance data and initiate adaptations to program management and implementation.
- Support the Project Accountant and Project Manager with the organization of the moving pieces of budget changes
- Provide support in the development of monthly activity and budget forecast.
- Participate in monthly/quarterly Budget Review Meetings

EXPERIENCE AND REQUIREMENTS AND QUALIFICATION

Minimum Qualifications

Bachelor's degree in health or development related area required, Master's degree preferred.
If degree in unrelated area, three (3) years of professional experience in health or development required.
Additional relevant experience and/or training may substitute for some education.

Preferred Qualifications

- Multicultural experience required.
- Experience in hardship locations beneficial.
- Experience communicating in culturally diverse contexts.

Special Knowledge, Skills, and Abilities

- Proactive, resourceful, solutions-oriented, and results-oriented
- Familiarity with two or more relevant technical areas: Disaster response, Family Planning, maternal and child health, adolescents, nutrition, SBC, knowledge management, Humanitarian context





- Ability to support work between multiple teams
- Training training/facilitation and workshop management.
- High level technical communication, including writing reports, creating and giving presentations, and facilitating trainings or group discussions
- Strong analytical and problem-solving skills, with ability to make sound judgment and decisions and offer innovative solutions
- Strong relationship management abilities. Ability to relate to people at all levels internally and externally.

Willingness to relocate to hardship locations 80% of the time

Personal Skills:

- Agreement with World Relief's Values
- Ability to contribute a diverse perspective on SCOPE team
- Ability to work in complex environments with multiple tasks, competing priorities, and short deadlines
- Ability to build consensus and work with diverse groups of people
- Strong computer skills with good knowledge of Microsoft Office applications; Teams & SharePoint experience preferred
- Experience in building capacity among peers for developing knowledge-sharing products and leading knowledge-sharing activities

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations
- The ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-15 pounds.
- Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate equipment and read application information.
- The employee frequently is required to sit, reach with hands and arms, talk and hear.

WORK ENVIRONMENT:

- General office setting, 80% to be based in the field location and 20% in Juba, including to hardships/fragile environments
- Great lengths of time working on the computer, reading from computer screen, entering information, standing at copier or fax machine, and some time on the phone or skype meetings may be required.
- Year-end archiving activities involve repeated lifting and bending.

Physical, emotional and intellectual demands



Equipment used: Employee computer (desktop or laptop), printer, and copier.

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation. This position description is not all-inclusive and is always under review.

APPLICATION REQUIREMENT

Application desiring consideration for this position should submit the following:

- Application letter, expressing your motivation for the position you are applying for
- Current CV, copies of Diplomas and Certificates, including nationality certificate
- List of three former supervisors who can serve as job references one of whom should be from the church with their valid email addresses and contact numbers.

Interested potential candidates should submit the above items in the application in any one of the following ways:

Submission to World Relief Juba office in Hai Cinema Tender Box as well

Online submission by email to WRSSRecruitment@wr.org Including the job title in the subject line or email.

Applications must be received by 22 June 2021 at 5:00 PM. Application will be reviewed as they are being received and only shortlisted candidates will be contacted.

