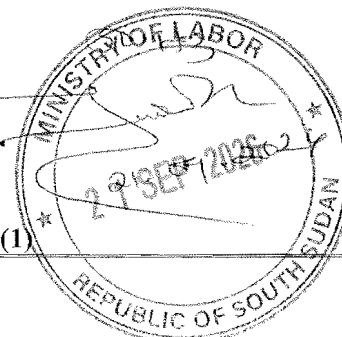


21st September 2026



REF: JOB ADVERTISEMENT Field Coordinator (1)

Position: Field Coordinator
Department: Program
Duty Station: Wau and Warrap Field Office.
Project: All project under implementation in Wau and Warrap Field Office
Duration of the Role: Two Years
Matrix Line Manager: Head of Program
Reporting to: Head of Programmes Matrix: • Health Project Manager • MEAL Coordinator • Media and Communication Officer Procurement Coordinator and HR Coordinator
Line Management Responsibilities: All Project Officers of project implementation under Wau and Warrap Field Offices with the matrix supervision of all project staffs
Islamic Relief Established in 1984 in the UK, Islamic Relief is an international NGO seeking to promote sustainable economic and social development by working with local communities through relief and development activities. We aim to help the needy regardless of race, religion or gender and implement our work in the thematic areas of (i) Food and Livelihood Security (ii) Water, Sanitation and Hygiene, (iii) Health and Nutrition (iv) Protection and Inclusive Resilience for the conflict, drought and flood vulnerable people including the IDPs, Returnees as well as Host Communities. Islamic Relief has been working with communities in South Sudan since 2004 and currently seeks to recruit a dynamic and self-motivated individual for the position of Field Coordinator to be based in Wau and field Office with frequent field visit to Wau and Warrap.
JOB PURPOSE: • Represent IRSS in Wau and Warrap in government, UN clusters, institutional donor and security department and overall management of field office; • Provide support to the project team and support team for smooth implementation of all projects and programmes.

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MAIN OFFICE
AFEX River Camp, Stadium Road
Cemetery Road, Juba
Tel: 0922680312 / 0924481467

WAU OFFICE
Hai Darajat Opposite
St. Joseph Church
Tel: 0922680305

YEI / KAUJOKEJI OFFICE
WARRAP OFFICE
Along Warrap Akop Road,
Next to Kuolakuai Primary
School
Tel: 0922680405

KAPOETA OFFICE

Website: www.islamic-relief.org
RRC Reg No. 051



- Overall management and strategic management of project implementation, supervision and process documentation following the theory of change and logic model of the project considering the compliance of Islamic Relief Worldwide and donors.
- Strategic direction and smooth management of Wau and Warrap Field Offices and oversee all projects at field level and manage various stakeholders including government, UN Cluster, Partner NGO, all staffs of the field office including MEAL and Media and Communication.
- Provide key leadership and support in establishing and managing the program structure, operations and day-to-day goals of the field office set up.
- Significant travel to provide leadership and guidance to the project staff.
- Directly monitor ongoing project interventions to ensure adherence to the overall IRSS's mission, vision and objectives in the project office. He or she will facilitate timely monitoring, reporting, community engagements, and field level research and policy advocacy initiatives in coordination with other allies including UN Clusters, Extension Service Providers like FSL, WASH, Health, Nutrition, Gender,
- Capacity building of project staffs of IRSS and its local partner and active monitoring to provide of effective FSL, WASH, health/nutrition services to the population according to national practice guidelines.
- Ensure compliance of IRW, and institutional donors and produce quality evidence based on the project implementation and produce quality reports for the IRW and donor. Also, the position holder will be responsible to lead and develop project implementation guideline, risk matrix following the donor, CHS as well as IHSAN compliance.
- Timely preparation of interim and final report following compliance of donor.

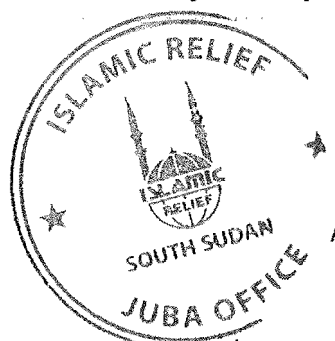
KEY WORKING RELATIONSHIPS

The post holder has regular contact with all IRSS field office as well as country office level programme and support units and making synergies with other projects implemented by the IRSS in the same field/locations and other field location. The Position holder will be responsible to ensure liaison with all local as well as state and national level secondary stakeholders of the project including government (County and state level extension department, ministries, RRC, Training Institutions, UN, local and international NGOs, Civil Society Organizations (CSOs) Private sector extension service providers to advocate right holders' entitlement and led the joint supportive monitoring and supervision.

SCOPE AND AUTHORITY

Scope of the Role:

- The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of



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his/her colleagues and staff. All project staff including the Project Officers, FSL/Health/Nutrition Officers and Clinical Officer of IRSS and its local partner upholds the Programme following policies focused on IRW Falah Graduation Model, Resilience building through integrated programming of FSL, WASH, Health and Nutrition following compliance of the law of land as well as compliance of donor, CHS and IRW.

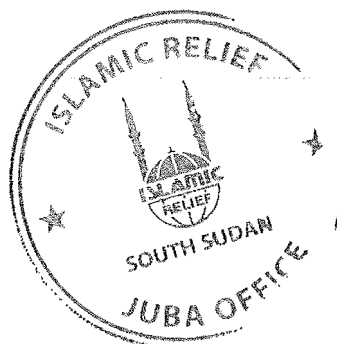
- The job holder is responsible for overall management of field offices following the compliance of IRW;
- The job holder must follow compliance of core humanitarian standards and donor and IRW compliance in the whole project management cycle (PCM) proactively following the Resilience Framework Islamic Relief.
- The Job holder must follow the Standard Operating Procedure (SOP) and will be reportable directly to the Emergency Response Focal point once Rapid Emergency Response Team (RERT) of Islamic Relief South Sudan is activated in case of any emergency,

Responsibility for Resources:

- He/she is responsible for proper maintenance of organizational assets, resources and will be responsible as local security focal and represent IRSS at field level.
- He/she is accountable for maintenance, ensure proper use of project resources, proper distribution and utilization of project deliverables including cash and NFIs;
- The job holder will be responsible to maintain risk register and work as Complaint Response Mechanism focal points and responsible for safeguarding, antifraud focal points;
- He/she Job will be responsible to ensure appropriateness, effectiveness, efficiency, Impact of the project ensure value for money and handing over community infrastructure to the community with the participation and involvement of community as well as local authority following compliance of IRSS and ensure environmental protection, sustainability and exit strategy of the project.

KEY ACCOUNTABILITIES:

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff following all policies of IRW South Sudan.



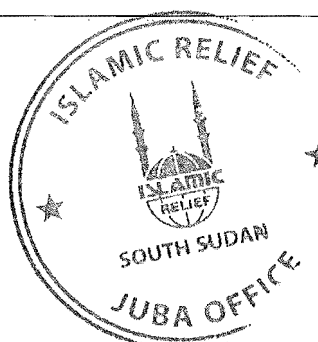
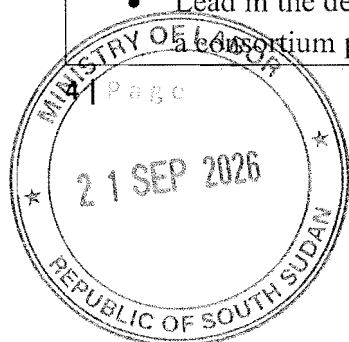
Key Accountability 1: Overall management of the field office

He/she will be responsible for overall management of the field office, staff management, project management and coordination with all project's focal points and country office.

Key Accountability 2: Implementation of Project/programme and programme development

He/she will be responsible for the strategic development, implementation and monitoring of IRSS's project/programme at Wau and Warrap state. The specific tasks include, but are not limited to the following:

- Lead the development and effective implementation of strategic plan, Project Implementation Plan, Risk Mitigation Plan, Procurement Plan, and lessons learnt log, Gender Equality strategy, advocacy strategy in line with the theory of change, Project Cycle management logic model of the project for IRSS and provide strategic direction to the local partner of IRSS to develop the same documents.
- Establish and maintain effective linkages with relevant Government department, strategic networks, relevant UN Clusters (FSL, WASH, Health, Nutrition, Gender etc.), Extension service providers, Disaster Management Committees, Community Based Protection Committees, Community Hope Action Team, Mother to Mother Support Group.
- Lead to and ensure effective store management
- Ensure process monitoring of all construction works like Boreholes, Latrine, Women and Girls friendly infrastructure are following the contract awarded to the vendor.
- Ensure the development and implementation of quality and innovative programs, which have sustainable, measurable impacts on service seekers in the project locations.
- Ensure coordinated and integrated programme work across various IRSS sectors and approaches in the project location.
- Assist in developing strategic and operational partnerships in the field office and take specific measures to support their capacity building as per IRSS standards.
- Assist in capacity development of staff to implement projects
- Ensure good practices and lessons, facilitating the exchange of design knowledge and expertise and inspiring innovation.
- Manage the project teams to ensure the projects are implemented to a high-quality standard, on time and within budget.
- Manage the security of all personnel, facilities, and assets, coordinating, as required and appropriate, with Country Security Focal Point.
- Provide guidelines for advocacy campaign and event management, media mobilization, local state and national level advocacy through creating evidence and policy brief/situation paper with the recommendation on behalf of the health service seekers.
- Coordinate with MEAL to participate in assessment, planning, implementing, reporting, Monitoring and evaluation.
- Lead in the development of project proposals using multi donors' template and work in a consortium project



Key Accountability 3: Capacity Building of project staff through,

- Appraisal of the project staffs following the JD and develop staff development plan.
- Staff capacity building for quality service delivery, community engagement, conflict sensitivity, need assessment, event report writing
- Provide training to the staffs (coaching, mentoring, on the job training)

Key Accountability 4: Networking, Monitoring and Evaluation

- Conduct needs assessment and supports thematic coordination for developing new projects/programs;
- Design, develop and implement the project monitoring system in coordination with the MEAL coordinator
- Conduct process monitoring of multi stakeholders and lead the team for develop process documentation to ensure transparency and accountability.
- Capture lessons learned and maintained lessons learned log.
- Representing IRSS to donors, government, UN agencies and other NGOs in relation to the project, including participation in consultative meetings with other partners
- Manage partners' staff and increase capacity of the partner and ensure quality deliverables according to the SAL and contract with the partner.

Key Accountability 5: Report writing

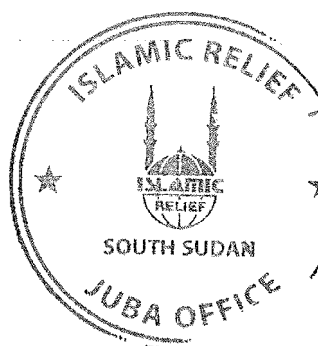
- Work independently on tasks related to project planning and implementation with periodic reporting following the compliance of donor and IRW
- Outcome harvest monitoring to produce quality reporting in line with the theory of change and logic model
- Provide final input on baseline, midterm, gender analysis, environmental studies and endline report.
- Prepare situational report in case of emergency in the project location.
- Provide security update regularly to the Country Security Focal Points
- Prepare regular monthly, quarterly, annual and other situation reports/ updates on programme/projects for IRSS, IR HQ, IR fundraising partners, and other key institutional donors;

Key Accountability 6: Media and Documentation

- Help in archiving documents following the IRW compliance and CHS standard.
- Proper documentation and reporting of all projects
- Documentation of right holders' feedback, case stories, video clips following the media and communication guideline
- Any other additional responsibilities as assigned to by the competent authority.

KEY WORKING RELATIONSHIPS

Has regular contact with all staff in the Field Office. Close contact with the thematic leads, Procurement Coordinator, HR Coordinator, Finance Manager, MEAL Coordinator and programme staff for smooth implementation of all projects under the supervision of the Head of



Programme and coordination with Project Managers/Field Coordinators of IRSS and its local partner.

MINIMUM REQUIRED KNOWLEDGE AND EXPERIENCE

Qualifications/skills/experience

Qualifications

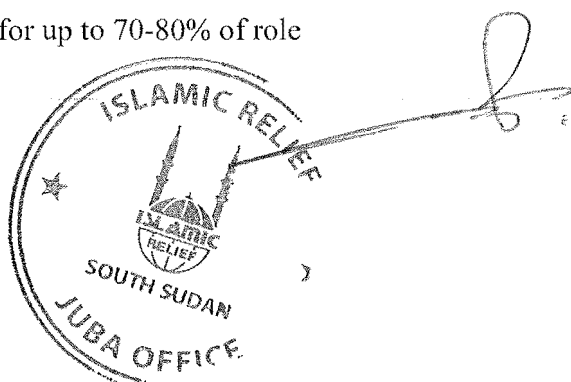
- Master's degree in public administration, Social Science, Agriculture
- At least 3-4 years' experience of working as a Field Coordinator in INGOs.
- Diploma in Project Management will add value

SKILLS

- Minimum **5 years'** experience managing multi-sector integrated projects and teams within a cross-cultural context. Experience working with Enhancing Resilience capacity of the poorest people, Health, Nutrition, DRR, Climate Change, Livelihoods and Emergency Response will be preferred.
 - Familiarity with the Regulatory Framework of Multisector Sector in South Sudan of the poorest people, development, DRR and CCA frameworks such as Hyogo framework, Sphere Standards, Do „No harm“ policy, Red-Cross/Red-crescent Code of Conduct;
 - Experience of working with International NGOs in South Sudan for ***Resilience building and Sustainable Mult stakeholders integrated programming***. Familiarity with the SDG, Sphere Standards, does not harm policy, Red-Cross/Red-Crescent Code of Conduct, Humanitarian Accountability Programme etc.
 - Good written and spoken English; able to contribute to written reports and proposals.
 - Proven experience of advocacy, integrated and long-term project management and strategic leadership skills;
 - Working knowledge of Microsoft Word and Excel
 - Committed to Islamic Relief Worldwide values and code of conduct
 - Sensitivity to cultural differences
 - Language skills in Arabic

ATTITUDES

- Understanding of country cultural diversity and respect to others.
- Committed to Islamic Relief Worldwide values and code of conduct
- Strong interpersonal skills, a team player coupled with capacity building skills & experience, and experience in managing multicultural teams.
- Proactive and takes initiative.
- Willing and able to travel to field locations for up to 70-80% of role



DESIRABLE:

- Experience and skills in project management cycle
- Experience in designing and facilitating training and mentoring of staff.
- Experience working with Integrated resilience building and Cash programming

How to apply:

Interested candidates should submit their applications letter briefly describing a motivation for the position and highlight relevant experience, updated Curriculum Vitae (CV), National ID and copies of certified certificates to official email address: IRSS.Recruitment@islamic-relief.com.ss and hard copy to Islamic Relief South Sudan-Juba Office at Afex River side.

Not later than the deadline of Thursday 9th October 2026 at 5pm local time.

- Only shortlisted candidates will be contacted.
- Due to the urgency of these roles, Islamic Relief reserves the right to shortlist applications prior to the closing date.

Female candidates are strongly encouraged to join our work culture that empowers every employee to share ideas and take responsibility. At IRW, we think outside the box. We encourage ideas and give responsibility to all employees at all levels, to help solve the complex issues that we face. You will have many opportunities to be heard and take the initiative

