



Vacancy Announcement



Job Title:	Area Coordinator
Job Location:	Kuajok
Reporting To:	Country Director
Posting Date:	3 April 2020
Closing Date:	22 April 2020

General Description of the Programme:

GOAL has been working in Sudan since 1985 and first began implementing its integrated Primary Health Care (PHC) intervention in Twic County, South Sudan in 1998 where it supported 24 health facilities. GOAL began work in Abyei in 2003, and now supports health facilities from its base in Agok (37km south of Abyei town), and expanded programmes along the Sobat Corridor; Baliet and Ulang counties since 2007 and Maiwut in Upper Nile State since 2014, where it now supports the County Health Department (CHD) to manage all health facilities in the counties. GOAL's holistic approach to addressing the poor health status of these populations includes the provision of curative care, reproductive health (RH), nutrition and Water, Sanitation and Hygiene (WASH) services, with complementary livelihoods programming to tackle the root causes of poverty. In addition, in recent years GOAL has placed a particular focus on preventative medicine including community health promotion and behaviour change.

General Description of the Role:

The Area Coordinator (AC) is responsible, as the most senior field staff, for all GOAL programme activities in the project location. The AC should have a good top-level knowledge and understanding of all activities in their location, in particular they should be aware of the constraints faced by their team and be actively working with their teams to manage these constraints and trouble shoot problems as they arise.

Overall Objectives of the position:

The AC 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 (Primary Health Care, Watsan, Construction and Livelihoods) and includes coordination, programme planning and overseeing the day-to-day operations of senior field staff. The AC is also responsible for coordination and communication with local authorities.

To ensure good management of GOAL's programme activities in the geographical location, the AC is responsible for ensuring that the programmes 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 AC has a role to play resolving any conflicts between the different departments.

Key Duties

- Coordination and programme planning of the GOAL teams
- Oversee day-to-day operations of senior staff
- Submit weekly, monthly and quarterly reports and provide inputs for donor reports and proposals
- Coordination with the Government, UN and NGOs



- Ensure the safety and security of the staff in the area of operation.
- Oversee HR issues in the project
- Oversee finance department
- Oversee Logistics department
- Oversee Construction department
- External coordination to ensure GOAL's position is understood and protected
- Implement other tasks as identified by the CD

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 concerns 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 SSRRC and local authorities, including but not limited to Commissioners and Executive Directors, ensuring that GOAL remains impartial.
- Liaise with Ministry of Health, at State & County level on the management of the PHC services.
- Accompany donor representatives and other official visitors, when requested to by the GOAL Country Director, and provide information as required

Security

The AC is automatically the Security Focal Point for their 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 GOAL's Security Guidelines and Procedures.
- Periodically review of the site-specific security guidelines.
- Ensure all office and accommodation meet basic security standards, including fire prevention, lockdown and evacuation procedures
- Ensure that all staff are familiar with GOAL's Security Guidelines and with the GOAL evacuation plan.
- Provide a security briefing to all staff/visitors arriving into the site for the first time.
- Monitor the security situation and provide regular informant to the CD/Security Officer of any incidents, changes or adverse conditions affecting staff safety or project operations in the region.
- The AC should have regular dialogue with the Commissioners, UNISFA, UNDSS, NGO security focal point and field staff in the facilities concerning the current and expected security situation including threats and concerns.

Programmes

- Weekly coordination meeting with the programming heads of department, combined with a robust schedule of site visits to ensure that the AC is familiar with the programme activities.
- The AC responsibility is limited in the fact that the technical staff will provide technical direction and support for programme activities. Technical responsibility for the programme activities will always remain with the programme coordinators in the programme site (AHM, Field Engineer etc) and in Juba (ACD Programmes, Primary Health Care Coordinator, Nutrition Coordinator, Watsan Coordinator etc).
- The AC must be familiar with the Donor contracts and proposals related to their programme site. They ought to be aware of the different activities and indicators contained in the proposals and on the progress made towards achieving those targets.
- The AC is responsible for ensuring that all visits successful. This involves receiving a ToR, and discussing the ToR upon arrival of the visitor, and facilitating contact to the relevant staff/etc where necessary. The AC should meet the visitor at the end of the visit to discuss the findings of the visit and any recommendations.
- Monitor and audit payments made for trainings and for distributions.

Construction



Overseeing Construction issues in the programme site, to ensure all construction projects are executed in a safe and cost-effective manner including:

- On a day to day basis managing the Construction Manager/ Supervisor.
- Weekly coordination meeting with Construction Manager/ Supervisor
- Site visits to all on-going and completed construction projects
- Ensuring all construction works are within budget and according to regulations.
- Coordinating with the ACD Ops on issues related to Construction.

Logistical

Overseeing the Logistical department in the programme site, to ensure all logistical requirements are provided in a timely and cost-effective manner including:

- On a day to day basis managing the FLM.
- Working with the FLM to ensure that GOAL's logistical procedures are adhered to at all times, reporting any breaches to the Logistics Coordinator/ACD Operations.
- Coordinating with the Logistical Coordinator on issues related to Logistics.
- Ensuring that the Logistics Office provides the required support to programmes.
- Working with UNHAS to confirm that the airstrip is safe for landing.

Personnel

Overseeing HR issues in the programme site, including:

- Implementation of GOAL's South Sudan HR Manual.
- On a day to day basis managing the HR Field Officer.
- Ensure all new hires are properly authorized and contract of employment issued.
- Monitor and approve all R&R and annual leave. Ensure that an annual leave calendar is in place, and that the majority of annual leave is taken during the rainy season.
- Review of monthly payroll.
- On a random basis accompany the staff member paying salaries.
- Coordinating with the HR Coordinator on issues related to HR.
- Ensuring GOAL's HIV/AIDS workplace policy is implemented.
- Ensuring that the HR office provides the required support to programmes.
- Ensure implementation of staff appraisals
- The AC supported by the AHM should monitor the health of all relocatable staff members; this should include mental (stress) and physical health. Any concerns or serious illness affecting relocatable staff must be reported to the CD and PHC Co.
- The AC is responsible for ensuring that the day to day living and working conditions in their sites is of an acceptable standard or that plans are in place and being implemented to bring the location up to the required standard.

Financial

Overseeing the Finance department in the programme site, including:

- On a day to day basis managing the Financial Field Officer
- Working with the Finance Field Officer to ensure that GOAL's Financial Guidelines are adhered to at all times, reporting any breaches to the Financial Controller/CD.
- Monthly review of spending and forecasting
- Weekly cash counts.
- Review of Cash book for reasonability of expenditure.
- Review of financial paperwork to ensure all transactions are properly authorized and that all the required supporting documentation is on file.
- Coordinating with the Financial Controller and/or Donor Compliance Officer.
- Ensuring that the Finance office provides the required support to programmes.



Requirements

- Master's Degree or Bachelor Degree in Business Administration or social Science
- At least 5 years work experience with GOAL at senior position is a must
- Experience in volatile security environment
- Experience in programme management
- Good interpersonal and motivational skills
- Flexible/motivated
- Experience liaising with governmental / local authorities and other NGO's
- Experience in managing staff safety and security requirements and good analytical skills of political and security situations.
- Good Logistics and Finance/Admin background

Safeguarding

Children and vulnerable adults who come into contact with GOAL as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that GOAL shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

Accountability within GOAL

Alongside our safeguarding policy, GOAL is an equal opportunities employer and has a set of integrity policies. Any candidate offered a job with GOAL will be expected to adhere to the following key areas of accountability:

- Comply with GOAL's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a GOAL staff or partner.

APPLICATION PROCEDURE

Applications should be addressed to the Human Resource Department, Goal South Sudan office Munuki, Juba or alternatively email your applications to goaljobs@ss.goal.ie before **22 April 2020**. Please note that only shortlisted candidates will be contacted. Do not submit original documents at this stage of recruitment. Hard Copies of Applications can be dropped at our office located at Midan Rambo in Hai Kuwait **This is a national position therefore ONLY South Sudanese are encouraged to apply.**

