

**VACCANCY ANNOUCEMENT FOR THE POSITION OF FIELD COORDINATION ASSISTANT.**

**About Coalition for Humanity.**

Coalition for Humanity (CH) is a humanitarian and development NGO registered in South Sudan with experience in implementing humanitarian and resilience projects. The organization focuses on Food Security and Livelihoods (FSL), Water, Sanitation and Hygiene (WASH), Gender Based Violence (GBV), General Protection (GP), Health and Nutrition. Coalition for Humanity has experience in integrating projects and forming a nexus across sectors in order to leverage on resources. We consider Protection/GBV, Housing, Land and Property rights (HLP) governance, peace building and conflict transformation as cross cutting issues. We have successfully integrated these in WASH, FSL, Non-food items, Health and Nutrition. Coalition for Humanity has its headquarters in Juba but with presence in the Upper Nile counties of Malakal, Renk, Longechuk, Maiwut. CH operates in Jonglei State with presence in Ayod, and Fangak counties and Unity State with field offices in Leer, Panyijiar, Mayendit, Koch, Rubkona and Mayom counties. It also has an operational presence in the Ruweng Administrative Area with field offices in Pariang and in Greater Pibor Administrative area with field office in Pochalla County.

**Position description**

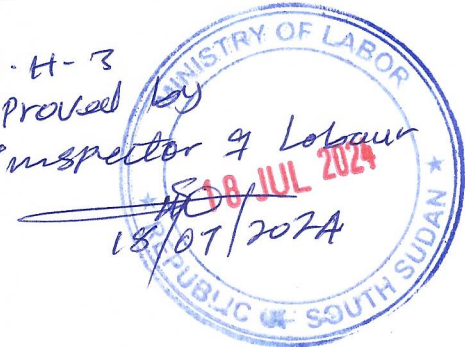
**Job title:** Field Coordination Assistant

**Positions:** One (1)

**Job Location:** Renk

**Reports to:** Advocacy and Communication Manger

SO-H-3  
Approved by  
Inspector of Labour  
18/07/2024



**Job Summary.**

The Field Coordination Assistant shall work under the direct guidance and supervision of the Advocacy and Communication Manager. The Field Coordination Assistant will support field levels Cluster Coordination meetings, attend deep field coordination meetings for WASH, Shelter, Foods Security (FSL), Health, Protection/ GBV/ HLP. She/he will work with different partners in coordinating, planning, management, and information sharing at county and state level. Working together with different key partners, the Field Coordination Assistant will support in humanitarian needs identification, conducting assessments, observing the overall standards and guidelines that facilitate inter-agency coordination to ensure that activities are carried out quickly and effectively in partnership and collaboration.

**Key duties/Responsibilities**

**Communication and collaboration.**

- Represent CH and support coordination mechanisms at county and state level and present CH activities.

**Contact us:**

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- Continuously engage with key partners through partners mapping, partner meetings, to promote and facilitate active participation from key actors, including, where relevant, government and humanitarian workers.
- Attend all cluster meetings, WASH, Shelter, Foods Security (FSL), Health, Protection/GBV/ HLP document and share minutes widely.
- Work in coordination of the Government Line Ministries, RRC and sub cluster lead agencies.
- Conduct regular partner mapping and service mapping at the state and county level and share related reports with line supervisor.
- Attend coordination meetings relevant for CH's program at the county and state level.
- Provide regular updates and reports on operational status at the state level including key humanitarian and security updates.

#### Needs assessment

- Support needs assessment, documentation of needs, support in identifying advocacy areas that CH can voice.
- Participate and coordinate needs assessment and validation in collaboration with other partners through in IRNA
- Assess, verify, and map emerging assistance needs and protection issues
- Support coming up with a disaster preparedness response plan at community level, based on context either flood response, conflict, disease outbreak response plan.
- Develop good working relationship with CH team, Humanitarian actors, community leaders and the beneficiaries to ensure that CH services and visibilities are up to standard.
- Participate in conducting field level needs assessments to inform program design.

#### Person Specification

##### Education & Experience

- Bachelor's degree (e.g. social science, humanitarian programming, international development, human rights, Social Work, democracy and governance, gender studies OR a diploma in health-related fields, clinical officers are encouraged to apply
- Minimum one year of proven experience in project implementation, particularly in managing GBV and protection projects, WASH and FSL.
- Proven experience in community engagement, county level coordination.
- Demonstrated ability to effectively coordinate with government agencies at the state and local level as well partner organizations.

##### Core & Behavioral competencies

- Advanced communication skills, including active listening skills and excellent written communication.
- Excellent knowledge of general protection, GBV and PSS basic principles
- Excellent knowledge of GBV case management principles
- Good communication and psychosocial first aid skills
- Familiarity with and commitment to humanitarian principles, and the core Humanitarian standards.
- Team player and strong communication skills both oral and written
- Ability to work with diversity and multi-disciplinary teams
- Outstanding communication, interpersonal and leadership skills
- Attention to details
- Proactive problem solver





Coalition for Humanity has zero tolerance for Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct that enshrines the principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act by this clause.

**Disclaimer:** The above job description and job specification are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.

**Note that this is a non-relocatable position, the incumbent must be a resident of the location. Due to urgency, applications shall be reviewed on rolling basis.**

Interested Applicants are invited to submit their Application letter and latest CV including three referees, Nationality ID and Academic documents/ testimonials in one PDF file via email to [jobs@ch-int.org](mailto:jobs@ch-int.org) or hand deliver hardcopies to Head office in juba or any of our field offices accessible to you. The Deadline for application is 08<sup>th</sup> August 2024.

