



SUPPORT FOR PEACE & EDUCATION DEVELOPMENT PROGRAMME

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Date: 16th Jan, 2025

JOB ADVERTISEMENT



Organizational Background

Founded in 2007, Support for Peace and Education Development Programme (SPEDP) is one of the leading National NGOs in South Sudan. SPEDP believes in an Inclusive and Transforming Society and Lives in Peace and Dignity through building resilience and empowering communities towards finding durable solutions to their civic and social economic challenges. SPEDP support projects in Resilience Building (education, food security and livelihood, peace building, human rights and governance); Health and Nutrition, Humanitarian Response (WASH, NFI, Protection/GBV, Climate Change and Environmental Conservation) and Research and Innovative (MEAL, Communication and documentation) in three countries; South Sudan, Uganda and Democratic Republic of Congo (DRC).

Details for the position:

Job Title:	Project Coordinator
Duty Station:	Juba
Position Report To:	The Senior Program Officer, Health and Nutrition
Desired Start date	ASAP
Closing date for Applications	Feb 04, 2025

Position Summary

SPEDP is seeking to recruit a competent and experienced South Sudanese for the position of PROJECT COORDINATOR to provide overall leadership and management of the CORE Group Partners Project (CGPP) activities in the supported counties across the country. CGPP project is supported with funding from GAVI through World Vision/ CGPP Secretariat. The PROJECT COORDINATOR will be responsible for overall planning, coordination, and representation of the project activities. He/She will establish working relationship with the local authorities, partners, stakeholders and Government Institutions to ensure effective and efficient service delivery.



Core Activities/Key Responsibilities:

- The project Coordinator will provide overall leadership and management of the CORE Group Partners Project (CGPP) activities in the supported counties across the country.
- Participate/Support in the planning, implementation, and monitoring of community-based surveillance, routine immunization, and supplemental immunization activities, and provide project oversight in accordance with project deliverables.
- Manage project budget/workplan to ensure appropriate spending in accordance with donor requirements. Ensuring that all project thematic areas are implemented using the right guidelines and approved concept note and budget.
- The incumbent will provide a technical lead in design, production and dissemination of health information Education and communication for CGPP.
- The incumbent will participate in technical working groups and also provide guidance at both state and county level project meetings.
- Facilitate project specific trainings, mentorship to project staff and volunteers Participate in the design and development of CGPP project proposals and concept notes. Review reports and data to ensure they are of the expected quality.
- Conduct monthly and ad hoc field monitoring visits to verify data, program activities and make recommendation. Participate in developing/ reviewing the project log frame/ performance frameworks.
- Track performance on established input, activity, output, effect, and impact indicators to measure achievement and track progress towards intermediate results of the project thematic areas.



- Participate in the development of work plans, budgets for the implementation of Community Based Surveillance (CBS) activities.
- Supervise the implementation of CBS in the CGPP in the supported counties, with close monitoring for quality control in the field.
- Support the health staff and community mobilizers in working as a team, managing CBS alerts, and coordinating with authorities for investigation and response.
- Participate and provide support as guided by the project priorities in Acute Flaccid Paralysis (AFP) surveillance, Priority polio outbreak investigation, case, and contact tracing.
- He/She is expected to work hand in hand with the county disease surveillance Officers in organizing for and training staff on CBS surveillance on polio disease.
- Take part in Cross border meetings and implementation of cross border polio eradication activities.
- Engage with the MOH, CHDs, Donor and Stakeholders to ensure successful implementation of CGPP activities, including sharing of work plans and progress project reports on a monthly and quarterly basis.
- Ensure regular project review meetings at the County/State to fast track and accelerate implementation.
- Coordinate project activities and ensure effective, efficient and timely delivery of planned project services.
- Identify, discuss and make recommendation to obstacles, challenges and anything/issues that may hinder project implementation
- Initiate and manage research studies and evaluations required by management and field team leveraging necessary resources in coordination with senior program officer research and innovation.
- Develop detailed activities plan, manage implementation in line with project proposal activities, and follow up the project Log frame.
- Any other duties as assigned by your Supervisor.



Logistics:

- Work with the logistic staff to conduct regular asset inventory and ensure proper maintenance of existing assets on the ground.
- Have updated assets register and proper use.

Staff management:

- Together with Senior Program Officer for Health and Nutrition, he/she will ensure overall management of staff in CGPP.
- Together with finance and admin, he/she will ensure staff pay role is properly managed

Monitoring and evaluation:

- Spearhead the execution of planned project management monitoring evaluation, research and learning framework.
- Plan and implement monitoring and evaluation theory of change is achieved in project activities in consultation with the donors, SMOH, CHD and SPEDP senior management team.
- Ensure proper documentation of project response activities.
- Regularly evaluate the progress towards CGPP objectives within the program impact area (PIA).

Communication and documentation:

Ensure accurate and timely communication among the field team and communication with the donor requirements.

Internal:

- Head of Programs (Program Director)
- Senior Program Officer, Health & Nutrition, Research and Innovation.
- MEAL Coordinator
- Reproductive Health, Boma Health and Public Health Officer.

External:

- MOH and CHDs
- SMOH and CHDs
- INGO and NGOs
- Donors

Coordination:

- Represent SPEDP in cluster meetings at the National/State/County levels including other related project meetings with Government and Partners.



- Develop and maintain transparent and honest communication and relationship with stakeholder's government, CHD and implementing partners.
- Represent SPEDP in inter-agency coordination meetings and communicate government and SPEDP policies, rules and regulations governing the implementation of the CGPP Project.
- In collaboration with the SMOH, CHD and other agency, he/she will guide the training of field staff on thematic areas planed for training.

Education Qualification and Experience:

- Bachelor's degree (Public Health, Nursing, Clinical medicine, Community health, and a Medical Doctor with MBBS) or Master in Public Health or in Health Services Management from a recognized institution.
- At least 4 years' experience with community-based surveillance, Community health programs, public health surveillance, IDSR, or epidemic response operations with at least 2 years' experience at **project management level**.
- Strong assessment, project planning, organizational, interpersonal and presentation skills (Written and Spoken).
- Experience working closely with Ministry of Health on disease surveillance and immunization programs/activities at county or national level.
- Experience engaging donors.
- Ability to regularly collaborate with the Ministry of Health and partners in technical working groups, and CBS-related forums, while maintaining positive professional relationships.
- Experience in supporting a team of staff, especially the staffs working in borders areas.
- Ability to multitask, handle pressure and flexibility.
- Ability to build and maintain good relations with other partners.
- Proficiency in computer application.

Application procedures:

Interested candidates should drop their application Letter, Updated CV, academic documents, National ID and three referees addressed to Human Resources Department, SPEDP Head Office- Juba, located at Hai Seminary, Gudele Road Behind Furniture World Co. Ltd. P.O. Box Number: 414, Juba, South Sudan not later **than Feb. 04, 2025 at 4:00PM Central African Time**. For online applications you can use through the following email address; recruitment@spedp.org Or visit our website: www.spedp.org



NB: Due to the urgency of the position, applications will be reviewed on a rolling basis and only shortlisted candidates will be contacted.

"Female applicants are highly encouraged to apply"

