



BUILDING FLOURISHING COMMUNITIES



Vacancy notice

Advert opens 23rd March 2021

Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise, and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programs in the area of Emergency Response, DRR, Health, Food Security, Security & Justice, Women Leadership and Investments.

Presently, Cordaid is expanding its program in different parts of the country. For that purpose, additional capacity is required. Therefore, Cordaid South Sudan would like to recruit for the position of **Area Coordinator** as detailed below.

Position: Area Coordinator

Based Location: Wau

Number of positions: One

Report to lines

The Area Coordinator reports to the Programme Manager – Juba.

Purpose of the Job

The area manager will be responsible for the overall management of organization activities Wau office. S/he will be responsible for managing the health, security, logistics, and procurement activities as well as planning, implementation, and monitoring activities with various stakeholders.



KEY RESPONSIBILITY

- Oversee the overall implementation of the Wau Health project in consultation with the Program Manager and in accordance with the project proposals, ensuring objectives are met within the required time frame and budget.
- Ensure that regular monitoring and evaluation against project objectives is conducted and reports provided to the Program Manager or to donors.
- Maintain an overview of the regional context with a view to the strategic development of new projects both in the current site and in surrounding regions. This may include baseline needs assessments.
- Support the Programme Manager in the development and production of new concepts and proposals.
- Develop, in consultation with the other senior field managers, an implementation strategy which is appropriate to the country context and Cordaid strategy.
- Ensure donor compliance at every stage in the implementation of this project. This includes compliance in the areas of financial expenditures, procurements, use of equipment, co-location for the project implementers wherever possible.
- Manage all security, logistics, and procurement issues of the project in liaison with the Juba office.
- Plan and conduct quarterly project review meetings with participation of the partners and the donors.
- Provide Administrative support to the health team and monitor progress and performance
- Maintain high, cordial, and professional working relationship with fellow hospital staff, state ministry of health and other actors in the state and other stakeholders and partners

Representation:

- Develop and maintain relationships with relevant stakeholders (e.g., beneficiaries, community leaders, local and national government officials, donors, UN agencies and other NGOs) and represent Cordaid at relevant meetings (e.g., County, and local government, sector-coordination, and security) in order to facilitate and ensure cooperation and partnerships.
- Liaise regularly with the state authorities, departmental heads (CHD, RRC, security), representatives of the Government of South Sudan and other partners in discussing potential or current emergencies.

Financial Management

- Plan and develop the budgets for the designated project, in collaboration with the Program Manager in accordance with donor guidelines.
- Monitor the spending of the designated project.
- Track, approve and review field purchase requests and ensure monthly cash focus and financial reporting is undertaken for the project in line with available budgets and plans.



Qualifications and minimal essential requirements

1. Bachelor's degree in Medicine or Nursing or relevant biomedical degree
2. Post graduate training and experience in project management dealing mainly in Public Health or masters in a clinical speciality
3. At least 7 Years' experience in project management and grant management at senior level with budget management responsibilities.
4. Ability to develop implementation plans for project activities.
5. A good understanding and experience of working with County Health Officials, State Ministry Officials, Donors and UN agencies and the health system in South Sudan.
6. Current/previous experience of working in South Sudan and ability to work in areas of limited resources.
7. Excellent report writing and reporting skills in English.

Ability to live and work in remote settings with minimum infrastructure

Further information and how to apply

Interested and qualifying applicants can submit their application letter including CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 4 professional references, including most recent/current employer/supervisor to the following email hr.southsudan@cordaid.org

Mention the vacancy reference number position in the subject line on the envelopes.

e.g.CSS02/3/21 Area Coordinator -Wau

or

Applications can also be hand dropped at Cordaid Juba Office located behind the Equatoria/JAP Tower. Just a few meters after the Strome Foundation to the attention of the **Human Resource and Administration Manager - Cordaid.**

Deadline for submission is by the **14th April 2021**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply

Only shortlisted candidates will be contacted. An integrity check will be part of the recruitment procedure

All applications submitted cannot be returned.

