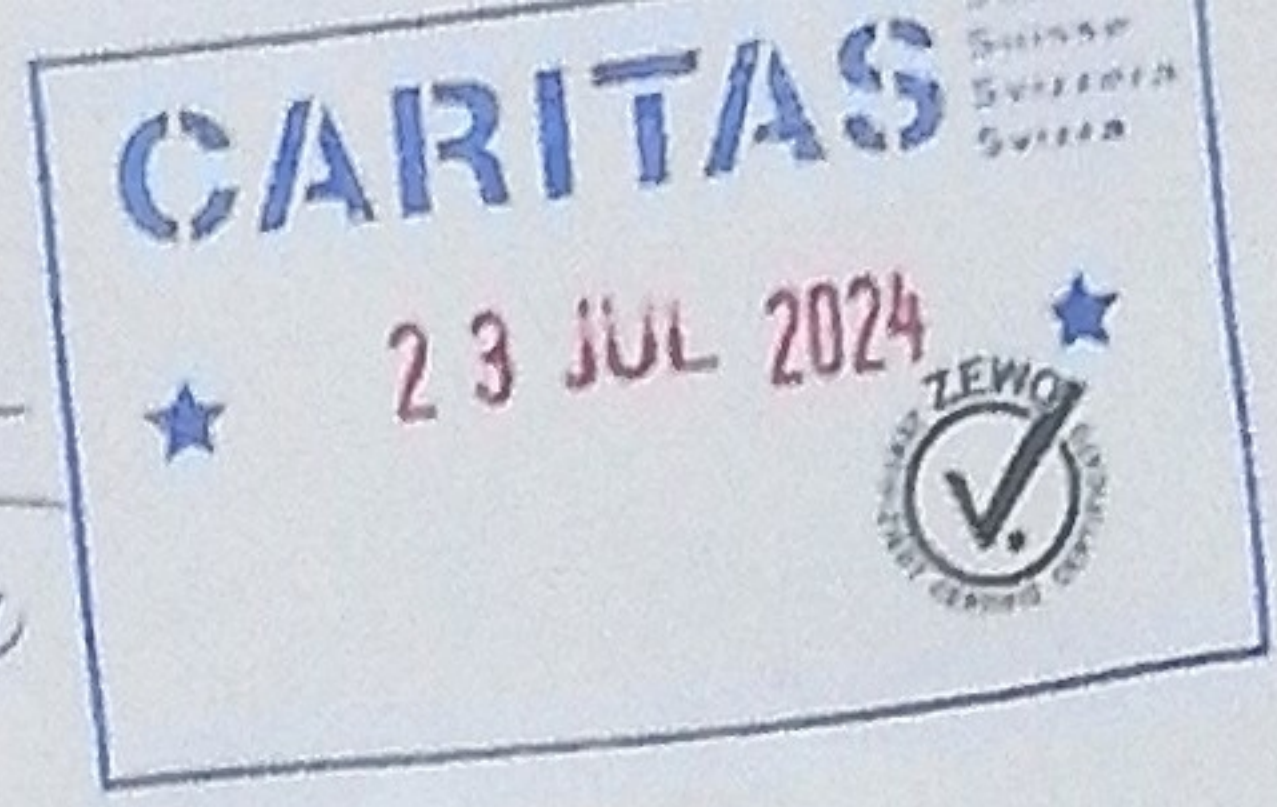
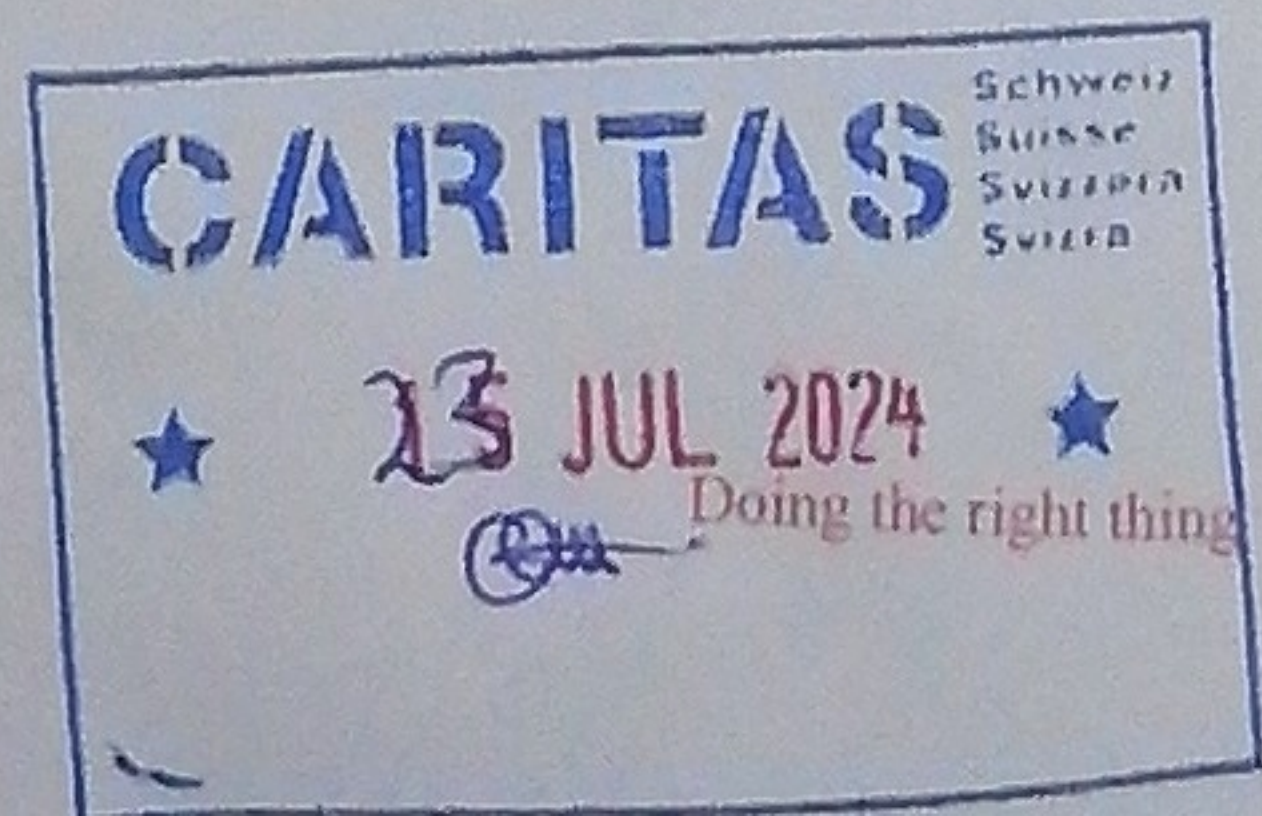


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Vacancy Announcement  
PARTNER COORDINATOR  
SOUTH SUDAN



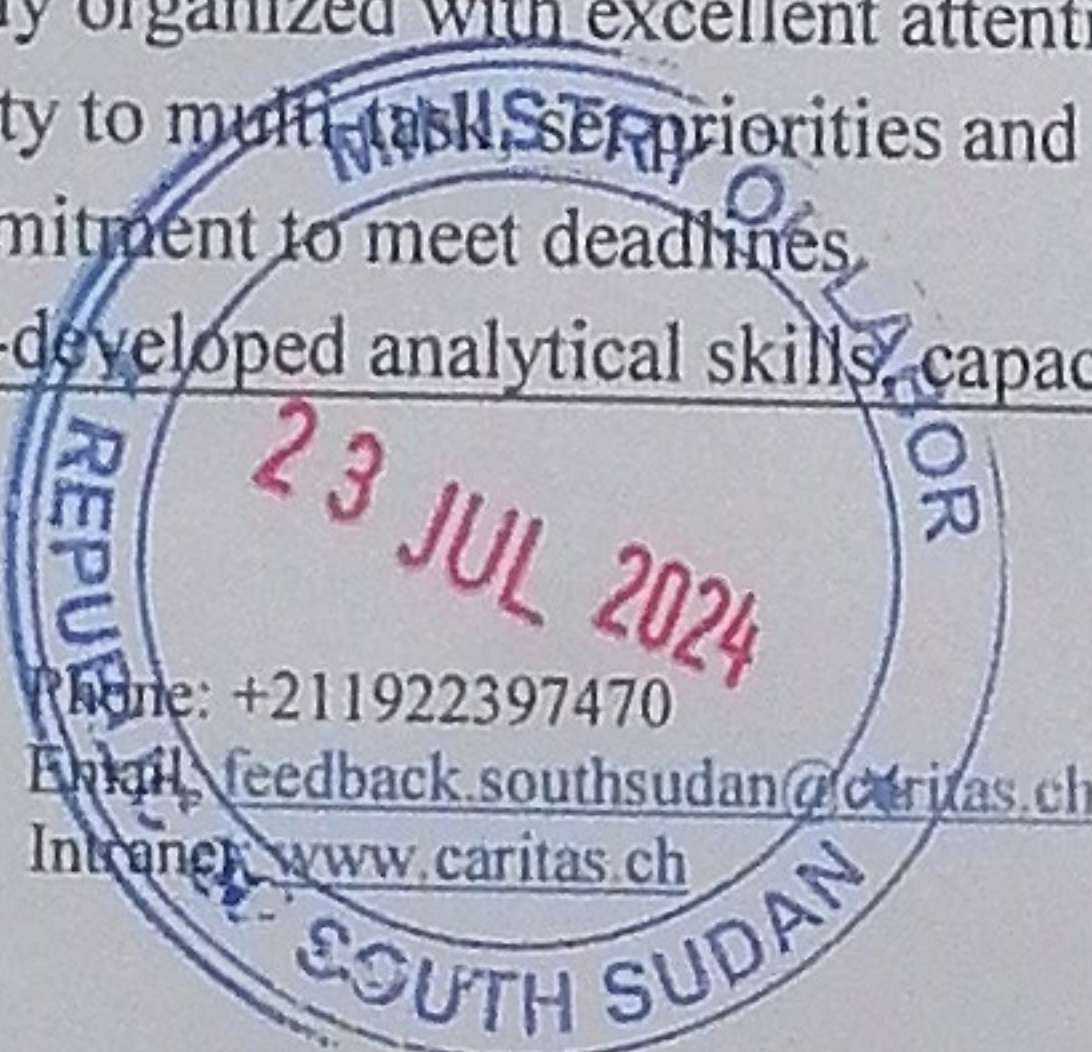
<p><b>Organisation &amp; programme information</b></p>	<p>Caritas Switzerland (CACH) is an International Non-governmental Organisation (INGO) which works worldwide and adheres to international humanitarian principles.</p> <p>In South Sudan, CaCH and its partners implement comprehensive recovery projects that aim for increased resilience among the target population and improved livelihoods for returnees and host communities through alternative income opportunities, natural resource management, and improved agricultural methods. In addition, the promotion of women-friendly structures through sensitization and protection activities for women and children (referral pathways, PSS for GBV victims, etc.) are also part of the CaCH portfolio.</p> <p>Caritas Switzerland is currently seeking a <b>Partner Coordinator</b> for the project "Community Empowerment Support To Women and Girls" and for other projects (still to be defined)</p>
<p><b>Position</b></p>	<p><b>Partner Coordinator</b></p>
<p><b>Reporting to</b></p>	<p>Country Director South Sudan</p>
<p><b>Workplace</b></p>	<p>Juba, with travel to the project area in Central Equatoria and Pibor, and other areas of possible projects</p>
<p><b>Starting date</b></p>	<p>1<sup>st</sup> September 2024 or as per agreement</p>
<p><b>Duration</b></p>	<p>1 year with the possibility to extend</p>
<p><b>Objective of the poste:</b></p>	<p>The Partner Coordinator is the overall responsible (50%) for the implementation of the above-mentioned project through the local partner and will coordinate and monitor all related activities in the project area together with the local partner. For the remaining 50%, he/she will be tasked to act as link between Caritas Switzerland and other implementing partners of other projects, depending on the needs. In addition, he/she will be the main point of contact for the project stakeholders and will represent Caritas Switzerland at local and regional level.</p>
<p><b>Key tasks &amp; responsibilities</b></p>	<p><u>Project management:</u></p> <ul style="list-style-type: none"> <li>• Responsible for supporting the implementing partner in the planning and management of the activities of the new Community Empowerment Support To Women and Girls project in Central Equatoria State and Pibor Administration area, in compliance with the rules and regulations of the donor and Caritas Switzerland (50%)</li> <li>• Responsible for any other project(s) that might come up (50%)</li> <li>• Provide supervision and quality controls for project partners and service providers</li> <li>• Ensure that the monthly/quarterly/annual programme monitoring plans are followed and ensure adherence to M&amp;E guidelines and frameworks (together with the M&amp;E officer and HQ)</li> <li>• Coordinate data-collections for the baseline/midline/endline survey</li> <li>• Ensure good coordination and communication between the project stakeholders</li> <li>• Keep an overview and monitor the progress of the project according to the set budget, timeframe and objectives and ensure appropriate human resources and logistics</li> <li>• Coordinate and liaise with communities, implementing partner, government and UN agencies to ensure project objectives are achieved and to avoid duplications</li> <li>• Systemically monitor and evaluate the project progress, effectiveness and impact of the activities and ensure strategic reflection to support achievement of outcomes and impact</li> <li>• Write and compile timely progress reports as per agreed reporting schedule and in coordination with the partner, the Country Director and HQ</li> </ul>



	<ul style="list-style-type: none"> <li>• In coordination with the Country Director, organise coordination meetings (kick-off/inception), assessments, consultancies, project visits, workshops, mapping exercises and training sessions for involved partners</li> <li>• Conduct regular field visits to identify needs, gaps, and challenges and to collect lessons learnt and best practices</li> <li>• Coordinate advocacy, communication and visibility activities of the project</li> <li>• Ensure proper documentation of the partner and properly maintain project-related documents and relevant records and reports</li> <li>• Ensure proper oversight of the budget and financial planning and management of the project in accordance with Caritas Switzerland's standards and regulations (with support from the local financial team as well as HQ of Caritas Switzerland)</li> </ul> <p><b>Further tasks:</b></p> <ul style="list-style-type: none"> <li>• Proactive engagement, e.g. if revisions are needed, proactively communicate with the Country Director and suggest corrective actions when needed</li> <li>• Monitor closely the general humanitarian and security situation in the project locations</li> <li>• In coordination with the Security Focal point person and other security stakeholders, ensure risk management in relation to the implementation of activities and with all partners</li> <li>• Analyse and report on any difficulties, challenges or security incidents related to the project</li> <li>• In case of need and upon request, assist in drafting new project proposals, including needs assessments, mapping exercises, reports</li> <li>• Coordinate and liaise with local authorities in the project areas</li> <li>• Exchange information and coordinate with other actors and stakeholders (concerned UN agencies, the governmental bodies etc.) in coordination with the Country Director</li> <li>• Participate and represent Caritas Switzerland in relevant coordination group meetings, cluster meetings and donor meetings at State level and report back to the consortium partners on key decisions and outcomes</li> <li>• Facilitate missions from HQ and technical consultants</li> <li>• Assist the Country Director in monitoring the Caritas Switzerland country program as requested</li> </ul>
<p><b>Essential requirements &amp; qualifications</b></p>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Master's Degree from an accredited university in Rural Development/ Development Studies/Gender Studies/Humanitarian Studies, or related fields</li> </ul> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• At least 5 years of experience in a senior position with INGO in an international working environment and with demonstrated leadership experience</li> <li>• Demonstrated knowledge and experience in monitoring and evaluation (M&amp;E)</li> <li>• Experience in project cycle management</li> <li>• Demonstrated experience in coordination of partners</li> <li>• Experience in Economic empowerment projects, business skills training and business start ups and working with local committees</li> <li>• Knowledge of crosscutting themes such as conflict sensitivity and gender mainstreaming</li> <li>• Experience in liaising with government authorities at central and local level</li> <li>• Highly organized with excellent attention to detail</li> <li>• Ability to multi-task, set priorities and work under tight schedules</li> <li>• Commitment to meet deadlines</li> <li>• Well-developed analytical skills, capacity for synthesis</li> </ul>

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Mission Area



	<ul style="list-style-type: none"> <li>• Able to work independently under minimum supervision</li> <li>• High degree of work ethics and strong management skills (such as managing several work streams simultaneously, adhering to reporting schedules, etc.)</li> <li>• Cultural-sensitivity and strong inter-personal skills, team-player</li> <li>• Experience of working in remote field locations</li> <li>• Fluency in English (written and spoken)</li> <li>• Strong communication skills</li> <li>• Very good computer skills, proficient in Office Package (Word, Excel, PowerPoint, Internet and Email)</li> </ul> <p><b>Desirable qualifications and competences:</b></p> <ul style="list-style-type: none"> <li>• Good knowledge in applying training formats using participatory approaches</li> <li>• Knowledge of the project areas</li> </ul>
	<p><b>The position is open only for South Sudanese Nationals</b></p> <p>Interested candidates should submit the following documents:</p> <ul style="list-style-type: none"> <li>• Application Letter (max 1 page)</li> <li>• Curriculum Vitae (CV) with names and contacts of three referees who should be present or former direct supervisors</li> </ul> <p>Copy of certificate(s)</p> <p>Please send your application to Caritas Switzerland by email to <a href="mailto:jadokorach@caritas.ch">jadokorach@caritas.ch</a> and cc; <a href="mailto:jmafara@caritas.ch">jmafara@caritas.ch</a> the latest by 9th August 2024.</p> <p><i>Female candidates are strongly encouraged to apply. Only shortlisted candidates will be contacted. Caritas Switzerland reserves the right to cancel the recruitment process any time.</i></p>
Website	<a href="http://www.caritas.ch">www.caritas.ch</a>

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