

Job Title:	Field Coordinator/Team Leader (2 position)
Job Reference:	FC/TL/2024/07
Job Type:	Full-time
Duty Station:	Aweil Town, and Pibor
Reporting Line:	Program Manager
Location:	One for Aweil Town and one for Pibor
Deadline:	7th August 2024
Email:	info@hacsouthsudan.org

ORGANIZATIONAL OVERVIEW:

Help a Child is an International Christian Humanitarian Organization established in 1968 with its headquarters in the Netherlands, country offices in India, and seven African Countries including South Sudan. We provide a future for children living in poverty, their families, and their entire communities. We achieve this by empowering vulnerable communities, enabling them to independently and sustainably enhance their living conditions and opportunities.

Job Summary:

We are seeking a highly skilled and experienced Field Coordinator/Team Leader to lead our team in Aweil Town, Northern Bahr El Gaze as well as in Pibor, GPAA. The successful candidate will be leading a team of more than six field staff, and ensuring project deliverables are met within the specified timeframe, He/she will be responsible for effective program planning, budgeting, overseeing timely implementation of activities and reporting, ensuring quality of programs, value for money implementation, and managing resources, assets, and personnel assigned to the field office.

Key Responsibilities:

1. Coordinate project activities, including planning, implementation, and monitoring
2. Lead and manage a team of field staff, providing guidance and support as needed
3. Ensure project deliverables are met within the specified timeframe and budget
4. Develop and implement project plans, including setting goals and objectives
5. Conduct field visits to monitor project progress and provide technical support
6. Collaborate with stakeholders, including local authorities, partners, and communities
7. Manage project resources, including budget, equipment, and materials
8. Ensure project activities are implemented by organizational policies and procedures
9. Monitor and report on project progress, including identifying and mitigating risks
10. Build and maintain relationships with local stakeholders, including communities and authorities
11. Ensure project activities are culturally sensitive and inclusive
12. Manage project documentation, including reports, minutes, and correspondence

13. Perform other duties as assigned by the Project Manager or Country Director

Requirements:

1. Master's degree in social sciences, Business Administration, Development Studies, or Education.
2. Bachelor's degree in a relevant field (Social Sciences, Business Administration)
3. At least 5-10 years of experience in project coordination or management
4. Proven experience leading a team in a field setting
5. Strong project management skills, including planning, implementation, and monitoring
6. Excellent communication and interpersonal skills
7. Ability to work in a fast-paced environment and meet deadlines
8. Strong problem-solving and analytical skills
9. Ability to travel frequently to field locations
10. Excellent and proven writing skills
11. Excellent computer skills (Word, Excell, PowerPoint)
12. Fluency in local languages (optional)



Some specific deliverables for a Project Coordinator/Field Team Leader:

1. Project Plans and budgets:

- Develop detailed project plans, timelines, budgets, and resource allocation.
- Ensure plans are aligned with organizational goals and objectives.
- Ensure the participation of all the field team in the planning and budgeting
- Enforce HAC's international systems, policies and procedures
- Ensure that every staff adheres to and complies with HAC's values and standards

2. Progress Reports:

- Submit regular progress reports to the Program Manager or Country Director.
- Reports shall include project achievements, challenges, and recommendations.
- Write and submit field visits and monitoring reports as required

4. Project Monitoring and Evaluation:

- Develop and implement a monitoring and evaluation plan.
- Track project indicators and outcomes.
- Submit all field monitoring reports as scheduled
- Receive, and process all complaints and feedback from beneficiaries timely

5. Team Management:

- Supervise and mentor field staff to enhance their capacities in their fields.
- Ensure team members have the necessary resources and support.
- Ensure, the team remains motivated, united, and strengthened

6. Stakeholder Engagement:

- Develop and implement a stakeholder engagement plan.
- Build and maintain relationships with local authorities, partners, and communities.
- Participate in all humanitarian clusters and working groups
- Organize surveys and needs assessments and share the outcome



7. Budget Management:

- Manage project budgets, ensuring expenses are tracked and reported.
- Ensure budget allocations are aligned with project goals and objectives.
- Ensure that financial reports are produced and circulated to program staff monthly
- Mentor and coach project staff in budget planning and management
- Ensure all budget and financial transactions are transparent and compliant

8. Project Documentation:

- Maintain accurate and up-to-date project records (targets and indicators).
- Ensure all project documentation is properly filed and stored.
- Ensure success stories and human-interest stories are documented and filed
- Training and empowering project staff on how to document project progress

9. Risk Management:

- Identify and mitigate project risks.
- Develop and implement risk management plans.
- Review and update field location risk and security plans regularly
- Provide regular risk and security updates to the field and country colleagues

10. Final Project Report:

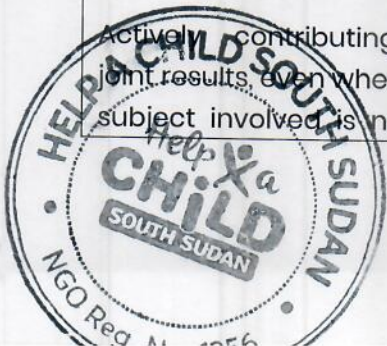
- Submit a comprehensive final report, summarizing project achievements, challenges, and lessons learned.

Benefits:

- Competitive salary and benefits package
- Opportunities for professional growth and development
- Dynamic and supportive work environment
- Chance to make a meaningful difference in the lives of vulnerable children and communities

Competencies

Integrity Maintain generally accepted and social ethical standards in activities that have to do with the position	<ul style="list-style-type: none">• Accepts responsibility for own decisions and actions.• Compliant with internal standards and HAC values, even when this could lead to disadvantage, tension, or conflicts.• Does what he/she says and keeps promises and appointments.• Respect and protect entrusted confidential information.• Provide information on his / her opinion on business ethics, safety, and the environment.
Cooperation Actively contributing to joint results even when the subject involved is not of	<ul style="list-style-type: none">• Ready to collaborate with other disciplines or organizational units.• Appreciates information and knowledge sharing.• Encourages teamwork and enhancement of working relationships.



immediate personal interest. Sharing information and knowledge with others.	<ul style="list-style-type: none"> • Is willing to make concessions to get a step ahead as a group. • Initiates collaboration between different groups to achieve a joint result.
Beneficiary orientation Anticipating the interests of beneficiaries. Giving high priority to service preparedness and beneficiary satisfaction.	<ul style="list-style-type: none"> • Proposes the beneficiaries that best fit current and future needs. • Discusses (unwise) choices from the beneficiaries/partners and makes improvements and informed decisions. • Investigates the satisfaction and further needs of the beneficiaries/partners after delivering the services.
Networking Building relationships and networks that prove to be useful in achieving goals. Making effective use of informal networks to get things done.	<ul style="list-style-type: none"> • Encourages colleagues and partners to maintain and expand their internal and external contacts and makes suggestions. • Bring internal relationships/networks into contact with external relationships/networks. • Asks friends to collaborate in making contacts with potential relationships and/or networks. • Uses own network to achieve the goals of others. • Uses the relationships from the own network to realize the goals of the project and Help a Child.

Value Proposition

Help a Child offers the opportunity to become part of an ambitious, child-centered, and Christian international NGO with a dedicated team of professionals motivated to maximize impact. Help a Child offers a fair pay and benefits package that is justifiable to our donors. Furthermore, you will be provided a one-year fixed-term contract with all other benefits that the organization can offer during your engagement with HAC. The agreement may be extended depending on funding, your performance, and fit within the team.

How to Apply:

If you are a motivated and experienced Social Worker looking to join a team dedicated to making a difference in the lives of children and communities, please submit your application to info@hacsouthsudan.org (expression of interest letter and latest CV) by **August 7th, 2024**. Ladies are highly encouraged to apply. Help a Child has zero tolerance for Sexual Exploitation and Abuse (PSEA), and discrimination based on gender, race, color, or physical status. ***The applicant must indicate the location of interest in the application.***

Due to the urgency of these positions, Help a Child will be reviewing the application on a rolling basis and might fill the positions before the deadline.

Note: Only shortlisted candidates will be contacted for an interview.

