

QUALIFICATIONS & REQUIREMENTS

This position demands a dynamic individual with a demonstrated ability to achieve results in a demanding and fast-paced environment.

- University Degree required, master's level preferred in Business Administration or related discipline Experience working on projects funded by major international donors such as the EU, USAID, and the UN Organizations (UNICEF, UNHCR, WFP, IOM, UNOCHA, etc).
- At least 5 years of post-qualification experience in the similar role with International NGO sector.
- Computer literacy, particularly in Microsoft Office programs such as Word and Excel as well as other database competencies
- Must be able to prioritize and have excellent time management & multitasking.
- Good problem-solving skills, diplomatic and self-directed.
- Proven communication, interpersonal, representation, negotiation, and leadership skills
- Excellent communication and drafting skills for effective reporting on program financial performance.
- Ability to manage a financial/monitoring team and demonstrate leadership.
- Ability to operate in a cross-cultural environment requiring flexibility.
- Familiarity with the aid system and understanding of donor and governmental requirements.
- Experience managing consortium grants will be an asset.

The candidate must be detail-oriented and able to work independently.

Contract: Fixed-term contract of 10 months

Salary: According to SI scale

Working hours: **From Monday to Friday 7:30 AM-4:30 PM.** As an executive job, some flexibility can be expected from the employee.

Please submit your application (CV, cover letter, photocopies of diplomas, certificates of employment etc.) mentioning the position you are applying to at **Solidarites International Office at Hai Cinema Juba or**

Send application by email to: juba.adm.recruitment@solidarites-southsudan.org

Please note that SOLIDARITES INTERNATIONAL keeps all applications. Files will not be returned to applicants at the end of the recruitment process.

Deadline for submitting applications is **18/7/2024**. Any application sent after this date will not be considered.

Women with the required skills are highly encouraged to apply.



- Draft minutes for each meeting attended and communicate them to the Field Coordinator.
- Be the focal point at base level for travel authorization requests and expatriate movement reports.



DESCRIPTION OF THE POSITION

The Deputy Field Coordinator assists the Field Coordinator in his/her representation, context and security analysis and monitoring, coordination with other humanitarian participants, and These tasks entail strict confidentiality on the part of the Deputy Field Coordinator. It is strictly prohibited for the Deputy Field Coordinator to disclose information concerning Solidarités International and its activities without prior authorization from the Field Coordinator

MISSION / PRIMARY OBJECTIVES

- Be the focal point for the collection of information on the political, economic, social, humanitarian and security context through second-hand sources (staff, media, and other stakeholders) on the intervention areas
- Establish and maintain a network of local contacts (military, KIO, international and local NGOs, civil society) to be permanently updated on the evolution of the situation.
- Under supervision of the Field Coordinator, create and regularly update a stakeholder analysis & mapping document: governmental department roles/responsibilities and their interactions with Solidarites International, other humanitarian actors' activities and strategies.
- In collaboration with the Field Coordinator, produce a conflict analysis document (conflicting parties' profiles, listing of security events, contextual elements explaining the events, mapping of the areas occupied by the Tatmadaw/KIA) to anticipate as early as possible, the pertinent needs to be addressed within Solidarités International's mandate.
- Proactively inform the Field Coordinator of all security events. The Field Coordinator remains the decision-maker for all security-related decisions in South Sudan
- Coordinate efficiently with other shareholders of the humanitarian coordination, government, and local authorities.

Representation/external communication

- Ensure good relationship and permanent link with local authorities for a better understanding of SI mandate and activities and to collect feedback on SI programs.
- Ensure Solidarites International has all required authorizations for activities implementation (especially for non-government-controlled areas).
- Ensure that Solidarités International's message is conveyed during meetings in accordance with its mandate and programs and ensure all national staff conveys the proper message.
- Under delegation of the Field Coordinator, represent Solidarites International during coordination meetings and bilateral discussions with other humanitarian stakeholders.
- When required by the Field Coordinator, represent Solidarites International in Myitkyina for Cluster coordination meetings and discussions with authorities.

Reporting

- Conduct weekly base meetings during absence of the Field Coordinator and communicate the minutes to the Coordination in Upper Nile.
- Draft the General Context section of the Monthly Linkage forms sent to the headquarters in Paris.





SD-HS

**JOB VACANCY****DEPUTY FIELD COORDINATOR**

SOLIDARITES INTERNATIONAL launches the **Dual internal /and external** recruitment of a

**BASE
POSITION**

**UPPER NILE STATE - RENK
DEPUTY FIELD COORDNIATOR**

Number of positions: **(1)**

Date Issued 28/6/2024

Date Closure: 18/7/2024

Category: **Dual Posting**

PRESENTATION OF THE ORGANIZATION

SOLIDARITES INTERNATIONAL (SI) is an international humanitarian NGO which, for more than 40 years, has been providing assistance to populations affected by armed conflicts and natural disasters by meeting their vital needs for food, water and shelter. Particularly involved in the fight against diseases linked to unsafe water, the first cause of death in the world, SI's interventions provide expertise in the field of access to drinking water, sanitation and hygiene promotion, but also in the essential area of food security and livelihoods. Present in around twenty countries, SI's teams - 2000 people in total made up of expatriates, national staff, permanent staff at headquarters, and a few volunteers - work with professionalism and commitment while respecting cultures.

Solidarités International (SI) is determined to prevent and fight all type of abuse – all act of exploitation, abuse and/or sexual harassment (SEAH) against members of beneficiary communities or collaborators, fraud, corruption, violation of persons and/or property, funding of activities harmful to human rights – that could be perpetrated in the frame of its interventions. SI implements a zero-tolerance policy regarding acts of SEAH.

Solidarités International is an equitable employer committed to find all forms of discrimination. SI will ever ask for any remuneration to take part in a recruitment process.

