



Community Engagement on Development and Resilience

"Building Resilient and Sustainable Communities"

Job Title: *Program Coordinator*

Department: Programs

Location: Juba (with travels to project sites)

Duration: Six (6) months with possibility of extension

Start Date: As soon as possible

Organizational Background

Community Engagement on Development and Resilience (CEDAR) is a registered non-profit non-governmental organization born out of the desire to help disaster affected communities overcome challenges facing them and promote durable solutions to return, reintegration and resettlement. With the ongoing inter-communal conflicts at the grassroots level, political uncertainties, climatic disasters including the current devastating flooding, increasing rate of poverty, hunger and malnutrition, poor health system, shattered basic education, and lack of clean drinking water – CEDAR intervenes to streamline humanitarian and social efforts towards helping the vulnerable people in South Sudan.

CEDAR aspires to provide humanitarian and development assistance to affected communities, lead grassroots development initiatives through engaging local communities in life changing skills that equip them with knowledge to innovatively run their livelihood activities in agricultures, fisheries and livestock, small business enterprises, vocational trainings and establishing associations and cooperative societies. Furthermore, communities are severely affected by past and present conflicts, and this has left almost every soul and community wounded and need reconciliation and healing. To ensure successful grassroots engagements in developmental activities, CEDAR made sure peace building is one of its priority areas to engage communities and facilitate grassroots dialogue that identifies shared solutions, address past grievance, heal wounds and find long lasting solutions to conflicts. Creating peaceful communities provides peaceful environment for implementation of various developmental activities, create secure working environment for sustainable initiatives.

Position Summary:

This position reports to the Executive Director and works closely with the MEAL Coordinator, Communications and Outreach Coordinator, project officers and community mobilizers. The position is responsible for managing program implementation and for achievement of the field level outputs through close coordination with field level project officers to ensure good participant

mobilization and follow up, engagement with local stakeholders and partners, and activity planning, implementation, and reporting of CEDAR projects. The PC's management and programming skills will ensure that CEDAR delivers high-quality programming and continuously works towards improving the impact of its programming.

Key Responsibilities:

- Manage CEDAR's ongoing projects by developing and maintaining updated costed work plans and manage burn rates through project management tools.
- Oversee the effective implementation of planned project activities including media and outreach activities to the highest results and in a timely manner, liaising with key local stakeholders and project partners
- Lead, where appropriate, and contribute to high-quality project design incorporating project management standards and MEAL methods, appropriate to scope, context, and technical requirements of projects.
- Ensure strong linkages between media and outreach activities that promote the objectives of the project.
- Directly facilitate key project activities as needed, including training activities.
- Strengthen effective planning, coordination and integration of efforts and reporting with all program staff to optimize the use of shared program resources, including assets and facilities and strengthen the collective impact of CEDAR interventions.
- Conduct punctual field visits, attending different project activities to ensure their quality, and communicating with the key local stakeholders to create/maintain trust and engagement.
- Effectively manage talent and supervise. Manage team dynamics and staff well-being. Provide coaching, strategically tailor individual development plans, and complete performance assessment for direct reports.
- Contribute to creating and maintaining the proper conditions for learning. Help establish a safe environment for the sharing of ideas, solutions, and difficulties and the capacity to detect, analyze and respond quickly to small deficiencies. Promote accountability, learning and knowledge management as part of the implementation of the MEAL policy.
- Contribute where needed in the business development cycle to ensure quality proposals and reports per agency and donor standards.
- Coordinate with program development staff to ensure appropriate project budgeting and efficient use and stewardship of project material sources.
- Ensure that protection, youth, disability, and gender inclusion are consistently and intentionally streamlined into all program activities, including staff recruitment and training.
- Prepare activity and quarterly narrative reports for donors in English, in collaboration with field level project officers and MEAL staff.
- Collaborate with MEAL staff to ensure that MEAL frameworks are in place and implemented to document progresses towards the project's (un-)intended results and engage in program evaluation activities.
- Champion CEDAR commitment to safeguarding children everyone from harassment, exploitation and abuse through robust systems of prevention and response.
- Lead quarterly reflection sessions on the projects, with a view to ensure constant learning and adaptive management practices to maximize results.

- Prepare monthly budget requests for activities, in compliance of CEDAR's administrative and financial policies and procedures.
- In close coordination with the Executive Director, identify and prepare contract agreements with consultants, experts or any contractors as needed for the projects.
- Support the administrative and logistical arrangements for the implementation of program activities.
- Represent CEDAR programming in state and national forums including clusters, consortia, and external meetings.
- Keep Executive Director informed of progress achieved and challenges faced (through regular reports)
- Infuse organizational values into all work
- Other duties that are broadly in line with the above key responsibilities as assigned
- **As job descriptions cannot be exhaustive, the position holder may be required to undertake other duties that are broadly in line with the above key duties.**

Minimum Qualifications:

- University Degree in International Development, International Relations, Social Works and Social Administration, Business Administration, or relevant field.
- Minimum of 5 years work experience in a program management position with progressive responsibilities for a national or an international NGO, preferably with at least 2-3 years working on direct implementation of projects in humanitarian contexts.
- Good experience in project grants management, including project design, budget preparation, expenditure tracking, monitoring and evaluation, reporting, etc., preferably for projects funded by USAID, EU and UN agencies.
- Experience with successful business development activities capturing public and/or institutional donor funding.

Knowledge, Skills & Abilities:

- Excellent English writing skills with demonstrated experience winning awards from multiple donors
- Demonstrated experience engaging partners and strengthening partnerships.
- Demonstrated experience developing staff capacity with staff management experience and abilities that are conducive to a learning environment.
- Some experience and abilities in capacity strengthening - developing curricula and facilitating trainings.
- Strong MEAL knowledge and understanding of how to demonstrate achievements to different audiences
- Experience using MS Office packages (Excel, Word, PowerPoint), Web Conferencing Applications, information and budget management systems, and knowledge sharing networks.

- Experience with community mobilization and administrative, organizational, and operational project work
- Ability to work independently and demonstrate problem-solving skills
- Ability to maintain professionalism, creativity and enthusiasm while working in a fast-paced, multi-cultural environment with minimal supervision
- Ability to work under pressure and in challenging environments
- Flexible and adaptable to changing circumstances
- Demonstrated interpersonal and cross-cultural skills including the ability to build collaborative relationships internally and externally with sensitivity to cultural, ethnic, social and political issues

HOW TO APPLY

Interested applicants should send copies of their cover letters and CVs to cedarsouthsudan@gmail.com with the position title clearly indicated in the e-mail subject area as; “**Program Coordinator**”.

Deadline for submission of applications is 23rd January 2023. Only shortlisted candidates will be contacted.

CEDAR is an equal opportunities employer whereby we do not engage in practices that discriminate against any person employed or seeking employment based on race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, marital status, disability, veteran status, genetic information or any other status or characteristic protected under applicable law.

PEASE NOTE!!!

CEDAR has ZERO TOLERANCE to sexual exploitation, harassment and abuse of vulnerable people of any age by our staff, representatives and partners/service providers. CEDAR is committed to child safeguarding and promotion of welfare of children and young people and expects all people that works for it to commit to the same in letter and spirit.