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Approved by labour



South Sudan
Located at Goshen House 2nd Floor
Ministries Road Kololo, Juba
September 13, 2019

VACANCY ANNOUNCEMENT

POSITION TITLE: Project Coordinator-Kajo Keji (1 post)
DUTY STATION: Kajo- Keji County, Republic of South Sudan
REPORTS TO: Country Director
STATUS: Full Time

COUNTRY PROGRAM OVERVIEW

Who we are?

American Refugee Committee is becoming Alight!

We believe that there is a simple human in the chance to build a life.

We believe in an abundant world full of amazing people who want to help.

We believe in doing a better thing.

The overall objective of the ARC South Sudan program is to inspire every South Sudanese and unleash abundance! Towards this, ARC implements a multi-sectoral program that includes Nutrition, WASH and Gender Based Violence prevention and response activities. ARC currently works closely with the County Officials and other government officials in the respective Departments. ARCs GBV programming is expanding its outreach mechanisms and introducing innovative new initiatives while WASH is scaling up its activities to respond to increased need in the County and is strategically poised to expand its programming in Kajo Keji. ARC has program activities in Central and Eastern Equatoria, Northern Bahr Gazal and Upper Nile.

If you are looking for merely a job, look elsewhere; but if you wish to co-create you may want to join us!

PRIMARY PURPOSE OF THE POSITION

Why we need you? (PRIMARY PURPOSE OF THE POSITION):

The ARC South Sudan Program is looking for a County Coordinator for Kajo Keji County to provide a Human Centred Approach to Leadership and management to ARC Operations in the County. He/She will be involved in the functioning of Kajo Keji base to provide coordination, follow up and support to programs and avail growth opportunities within the county.

You will strive for:

The responsibilities of the County Coordinator will include but are not limited to the following:



1. Coordination and strategic orientation. You will be a person who will, find others and harness their energies and support and will look for opportunities of collaboration and coordination with various organisations and government

- Lead in coordination initiatives with other like-minded organizations, including local associations, to strengthen multi-sectoral services for all target beneficiaries.
- Contribute to the positive image and overall credibility of the organization, notably through the application of the organization's Alight Values Code of Conduct.
- Represent ARC in relevant coordination mechanisms and provide update on project activities as required and maintain linkages with the Country coordination Office.
- Collaborate and coordinate with local authorities, government Ministries and other stakeholders and maintain good working relationships with other service providers.
- Overall coordination and support to other ARC sectors implemented in Kajo Keji

2. Assessment and Program Planning: Choosing Optimism will be in your DNA and you will focus on the positive and believes that things are possible. You find hope and build on it.

- Facilitate and when necessary, join program teams conducting assessment of needs in new and present project areas ensuring communities are consulted at every point in the life of the project.
 - Ensure adherence to safety and ethical procedures during the assessment and when making recommendations.
 - Conduct regular safety audits and share results with partners.
 - Lead in preparing concept papers and/or proposals as may be required.
 - Monitoring new dynamics and changes in the operating context and update the management team accordingly

3. Human Resources Management and Capacity Development: You will be a person with a zeal and person oriented and believe that problems are very doable and fixable, and will want people to join and build them up for the task ahead

- Identify, train, monitor and support program staff and volunteers to implement high quality programming.
- Ensure timely compilation and submission of accurate monthly payrolls to HR.
- Develop support strategies to motivate staff and introduce principles of staff care.
- Work closely with the HR and Program Coordinators in the recruitment and orientation of local staffs.
- Provide support and cover to other locations within the country and outside of the country when needed by management.
- Lead in the performance appraisals for operations staff and offer support and inputs to Program staff performance appraisals.

4. Program Implementation: You will be bravely better and will strive in doing a better thing and status quo is not an option. In this you will be a person who will beacon a

