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HOPE RESTORATION (HR)

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Head Office: Nimra
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Sudan

Our Ref: 0038

Date: 7/7/2020

JOB DESCRIPTION – PROGRAM COORDINATOR – HOPE RESTORATION SOUTH SUDAN

Introduction

Hope Restoration South Sudan is a national NGO registered with Ministry of Justice in 2010 registration. HRSS is committed to mobilizing the communities to determine their own development and self-determination. HRSS seeks to secure rights to dignified lives. This is done through, Capacity building, research and proactive measures of dialogue, lobbying and advocacy, documentation, information management, livelihoods diversification and use of appropriate technologies.

The Programs Coordinator at Hope Restoration South Sudan is a key management position. The Program Coordinator is responsible for overseeing the design, implementation and management of projects of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Executive Director and consults with the Finance manager to ensure that all the reports are in sync.



Responsibilities

Strategic Leadership:

- Provide strategic and technical leadership to design and implementation of strategies, programmes and projects
- Ensure quality policy standards and organizational learning environment is promoted through monitoring the implementation
- Support programme development and promotes new innovations
- Maintain an overview of the regional context with a view to the strategic development of new projects both in current sites and in surrounding regions.
- Preparation and submission of bi-weekly, monthly, quarterly, and annual reporting to our partners/donors.
- Continuous capacity building for staff and the organization on Result Based Management to ease their contribution to project proposals and quality reporting.

Project Management

- Oversee the overall implementation of the designated project(s) in consultation with the executive director and in accordance with the project proposals ensuring objectives are met within the required time frame and budget.
- Manage a comprehensive activity plan for the designated project(s), including resource needs analysis, covering the time frame of the project proposal.
- Support relevant Project officer(s) in day-to-day decision making as requested.
- Ensure that regular monitoring and evaluation assessments against project objectives are conducted and reports made to the relevant donors.



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- Develop and maintain relationships with relevant stakeholders like beneficiaries, community leaders, local and national government officials, donors, UN agencies and other NGOs and represent Hope Restoration at relevant meetings.

Resource Mobilization

- Support the development of new donor relationships and donor engagement and building relationships partners.
- Manage contracts and grants
- Contribute to institutional funding strategy, HRSS systems development and initiatives.
- Manage existing funding agreements and lead on the development of new funding relationships for the team

Mentoring and Coaching

- Lead, manage and provide capacity building support to employees in programme development by ensuring clear goals and accountabilities are established and achieved
- Ensure individuals' performance and development needs are met, and employees are high performing and engaged
- Identify capacity gaps in programme development and work to address them
- Fostered a team environment, people management skills that includes diplomacy and also providing leadership and technical support as needed, support and evaluate direct reports regularly.

Financial Management

- Control budgets for the designated projects, in collaboration with the relevant Project Manager(s) and the executive director in accordance with donor guidelines.
- Work with the relevant Project Manager(s), ensure that budgets are spent according to donor proposals and regulations and within the appropriate timeframe, making any budget adjustment recommendations to the Executive Director.

Staff Management

- Ensure all personnel related issues for the staff of the designated project(s) are carried out in accordance with Hope Restoration guidelines. This includes recruitment, appraisal, objective setting, development and training, disciplinary action, etc. If applicable, work with the relevant Project Manager(s) and the Project Support Manager.
- Ensure that staff receive appropriate and adequate training by providing mentoring and coaching and through the promotion of capacity building of local staff.
- Promote the health and security of the staff of the designated project(s) by ensuring the application of security guidelines, health and safety in the workplace and healthy living conditions and practices

Quality Management

- Ensure designated project(s) are implemented in line with donor proposals and requirements and in accordance with Hope Restoration, donor, country and international standards e.g. Sphere and HAP standards, WHO recommendations, etc.

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<p>HOPE RESTORATION (HRSS) Director's Stamp Date: <u>7/7/2020</u></p>
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- Coordinate / develop / update agreed response strategies and action plans for the cluster/sector and ensure that these are adequately reflected in overall country strategies
- Involve all relevant partners in site needs assessment and analysis
- Identify gaps and duplications assess, verified, and mapped emerging assistance needs and protection issues
- Map and track who is doing what, where, when

NB: The duties may be varied from time to time due to operational needs. This shall be a full-time position reporting to the Executive Director.

Professional Qualifications

- A Bachelor's degree in social sciences such as developmental studies, political science, BA business administration, and any other relevant degree. Those with A master's degree in the same field is an added advantage.
- NGO/INGO experience in the same field of program coordinator/manager for at least 3 years is desirable/essential. Those with more experience is an extra plus.
- Experience of having handled UN funded projects /partnership with UN agencies is highly recommended.
- Wide experience of the social, economic and political situation of the country is an advantage.
- Experience and skill in working with a Board of Directors.
- High level strategic thinking and planning.
- Ability to envision and convey the organization's strategic future to the staff, board, volunteers and donors.
- Ability to effectively communicate the organization's mission to donors, staff, volunteers and the overall community.
- Demonstrated ability to oversee and collaborate with staff.
- A history of successfully generating new revenue streams and improving financial results.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong written, oral communication and analytical skills is a plus.
- Strong work ethic with a high degree of energy.

How to Apply:

Interested candidates to submit CV and Cover letter to hrssjuba@gmail.com by 28th July, 2020. Only shortlisted candidates will be contacted.



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