



## JOB ADVERTISEMENT

<b>Job title:</b>	<b>Project Support Coordinator</b>
<b>Location:</b>	<b>SSRC HQ-Juba</b>
<b>Reports to:</b>	<b>Swedish Country Manager/DSG Programs</b>
<b>Open Date:</b>	<b>14<sup>th</sup> November 2022</b>
<b>Close Date:</b>	<b>28<sup>th</sup> November 2022</b>

### ORGANIZATIONAL CONTEXT

The South Sudan Red Cross (SSRC) is one of the 192 National Societies worldwide and was founded on the eve of South Sudan independence in 2011. The SSRC is a volunteer-based humanitarian society and works as auxiliary to the public authorities in the humanitarian field. Based on the Statutes of the International Red Cross and Red Crescent Movement, the SSRC was established through an Act of Parliament on 9<sup>th</sup> March 2012.

SSRC was formally recognized by the International Committee of the Red Cross (ICRC) on 18 June 2013 and in November 2013 the SSRC was admitted into the International Federation of Red Cross and Red Crescent Societies. SSRC's headquarters is based in Juba with a total of (17) branches and a growing network of units. There are currently over 230 SSRC staff, approximately 14,000 volunteers and 2,000 members across the country.

The society's work is guided by seven fundamental principles (Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality) and by Strategy 2030 of the IFRC, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff MUST abide by and work in accordance with the Red Cross and Red Crescent principles

### Reporting line:

The project support Coordinator report directly to Swedish Red Cross Country representative in South Sudan. He/she will work in collaboration with respective SSRC departments to support the smooth implementation of the Sustainable National Societies and Resilient Communities (SNSRC) project in South Sudan while ensuring that the implementation of the project is led by, and own by SSRC.

### SUMMARY JOB PURPOSE

The Project Support Coordinator is expected to support the smooth implementation of the Sustainable National Societies and Resilient Communities (SNSRC) project while ensuring that the implementation of the project is led by, and own by, South Sudan Red Cross.

The Project Support Coordinator is expected to provide support, coaching, and practical recommendations to the South Sudan Red Cross in the implementation of the Sustainable National Societies and Resilient Communities (SNSRC) project. He/she is further expected to coordinate support from additional SRC technical resources to South Sudan Red Cross. The Project Support Coordinator is also responsible for ensuring adherence to back-donor requirement and internal requirements as well as to ensure that the project contributes to the overall objectives of SRC global programme as well as the strategic priorities of the South Sudan Red Cross.

## **JOB DUTIES AND RESPONSIBILITIES**

- Support South Sudan Red Cross to narratively and financially design identify, plan, implement, monitor, and evaluate community resilience project activities in targeted communities
- Support South Sudan Red Cross to identify capacity development needs at HQ and Branch level to improve implementation of activities to address the needs of affected population.
- Support selected branches of the South Sudan Red Cross to assess their capacity development needs and develop plans to address these needs as well as to support and monitor the implementation of the plans
- Support South Sudan Red Cross in recruitment process related to the project
- Support the procurement of annual audits and ensure that they are being completed on time
- Undertake regular on-site monitoring of project activities through field visits, desk reviews and other remote monitoring methods and tools, as relevant
- Undertake budget/financial monitoring, as needed.
  - Checking eligibility of project costs
  - Reviewing financial reports
  - Reviewing transaction lists
  - Reviewing cash requests
- Ensure that agreed procedures for procurement and fleet are followed and that supporting documents are in accordance with SRC requirements
- Report on the project as required
- Ensuring compliance with the back donors' requirements and SRC internal requirements
- Capture learnings at country-level and contribute to cross-learning between the five different countries
- Coordinate SRC's technical support to the National Society as part of the project
- Participate in coordination meetings in-country and within SRC
- Maintain and consolidate working relationships with the South Sudan Red Cross, within the wider RCRC Movement and with external stakeholders as needed.
- Represent SRC in-country as requested by the SRC Country Representative
- Respect SRC's security regulation for South Sudan
- Carry out any other relevant task assigned by the SRC Country Representative

## **POSITION REQUIREMENTS**

- Relevant academic degree in social sciences, development studies, business management or related field
- At least 2 years relevant working experience in managing humanitarian or development programmes
- Experience in planning, monitoring, learning, evaluation, and reporting
- Experience of project budgeting and financial reporting
- Experience of procurement
- Experience in organizational development and/or capacity building
- Experience in Community Engagement and Accountability (CEA)
- Experience of working with Protection, Gender, and Inclusion (PGI), Volunteer Management and/or Green Response
- Experience of working within the Red Cross Red Crescent Movement
- Ability to work towards achieving objectives and results.
- Ability to convince and gain acceptance
- Good computer skills (Microsoft package; excel, word, power point etc)
- Positive attitude and able to work in a team and respect opinions of other
- Excellent communication skills, both written and oral

- Well organized, efficient with excellent attention to detail and ability to manage and prioritize multiple tasks, take initiatives, and solve problems.
- Ability to build excellent working relationships with internal and external partners and maintain good relationships.
- Awareness and understanding of cultural and gender differences, and able to work constructively in culturally diverse environments
- Must be able to handle high workloads and stressful circumstances
- Commitment to the Red Cross and Red Crescent principles and values.
- Must be willing and able to travel in-country and to other countries as needed
- Proficient knowledge of written and spoken English

### **How to apply:**

Interested applicants should submit their Cover letter, CV with 3 references, Copy of National ID and Certificates including daytime telephone contact to Human Resources Department. Or by email: [vacancy@ssdredecross.org](mailto:vacancy@ssdredecross.org) please indicate the title of the position you are applying for in the subject line of your email.

Alternatively, applications can be hand-delivered to South Sudan Red Cross Headquarters. Plot #4, Block Ministries, Munuki Area, Juba.

Please clearly indicate the position you are applying for on the back of your envelop.

**You should arrange your documents in the following order.**

1. Cover Letter
2. Curriculum Vitae {CV}
3. Copies of Certificates and National ID or passport

**Note: Only candidates with certified Copies of academic documents by the relevant public authorities or Line ministries will be shortlisted and contacted for an interview and all the photocopies are not returnable and will remain the property of SSRC.**

**Female candidates are encouraged to apply.**