



VACANCY ANNOUNCEMENTS



PROGRAM/DEPARTMENT SUMMARY:

Mercy Corps has been present in South Sudan since 2005 and acts on behalf of people who have become displaced and disenfranchised by the ongoing conflict. With funding from a multitude of donors including the UK Department for International Development (DFID - FCDO), Swiss Development Cooperation (SDC), European Union, NORAD, Embassy of the Kingdom of the Netherlands, and Private Foundations, Mercy Corps has been able to empower people to recover from crisis, build better lives and transform their communities for good. In South Sudan our work focusing on the delivery of timely humanitarian interventions, improving food security and livelihood options through and market systems development, and governance for supporting civil society empowerment. With emphasis on conflict-affected youth, women, as well as IDPs and host communities, we champion and lead state-of-the-art relief and recovery approaches through gender mainstreaming, market systems development, partnership, addressing root causes, adaptive management, and resilience approaches.

Vacancy: ROVING PROJECT COORDINATOR - GENERAL FOOD DISTRIBUTION PROJECT

Reports to : WFP Project Team Lead

Duty Station: Panyijar (Roving to Leer & Mayendit) .

Opening Date: 27th April 2026 .

Deadline of Application: 15th May 2026.

The Roving Project Coordinator – GFD supports the delivery of WFP-funded General Food Distribution activities across three field locations. Reporting to the Team Lead, the role provides technical, operational, and coordination support to field teams and NGO partners to ensure timely, compliant, and effective implementation. The position is field-based, requires flexibility, and is shared across all counties.

ESSENTIAL RESPONSIBILITIES

Planning & Coordination

- Support implementation of monthly and county-level GFD workplans across assigned locations.
- Coordinate daily/weekly activities with field teams and partners, adapting to access and security conditions.
- Conduct field visits to monitor progress, identify gaps, and recommend improvements.



Project & Distribution Management

- Coordinate GFD distributions in line with WFP SOPs and Mercy Corps standards.
- Support beneficiary verification, site management, crowd control, and ration calculations.
- Ensure protection-sensitive and gender-responsive practices.
- Track action points and address implementation challenges.

Partner Support & Capacity Building

- Provide hands-on support and mentoring to National NGO partners.
- Support compliance with donor, safeguarding, and reporting requirements.
- Identify capacity gaps and support on-the-job training.
- Promote coordination and information sharing.

Financial, Logistics & Commodity Oversight

- Track field expenditures against approved budgets and flag variances.
- Review distribution and field expense documentation for accuracy.
- Coordinate with supply chain teams on delivery, storage, stock tracking, and reporting.

Team Collaboration & Leadership

- Work closely with Programs, MEAL, Logistics, Finance, HR, and Security teams.
- Support staff capacity building, coaching, and performance feedback.
- Promote staff wellbeing, security compliance, teamwork, and knowledge sharing.

MEAL, Accountability & Learning

- Support on-site monitoring, PDMs, and ensure complete documentation.
- Ensure community feedback and complaints mechanisms are accessible.
- Use feedback and lessons learned to inform program improvements.

Risk Management, Security & Safeguarding

- Comply with security procedures and report incidents promptly.
- Support risk mitigation related to fraud, safeguarding, and commodity handling.
- Uphold Mercy Corps values and safeguarding standards.

Supervision & Accountability

- Supervise Program, Gender/Protection, Safeguarding, and Commodity Tracking Officers.
- Report to the Team Lead and coordinate with internal teams, partners, and stakeholders.
- Ensure accountability to program participants and respectful conduct at all times.



MINIMUM QUALIFICATION & TRANSFERABLE SKILLS

- Bachelor's degree in social sciences, Project Management, Humanitarian Studies, or related field.
- Minimum 3–5 years' experience in humanitarian programming, preferably food assistance or emergency response.
- Experience working directly with National NGO partners and community-based structures.
- Knowledge of WFP GFD SOPs, humanitarian principles, and Sphere Standards preferred.
- Strong coordination, communication, and reporting skills.
- Ability to work independently in remote and challenging environments.
- Experience in capacity strengthening for staff and local partners and maintaining audit-ready documentation.
- Strong writing skills, budget development, workplan preparation, and proficiency in Microsoft Excel.
- Demonstrated ability in coordination across HQ and in-country teams and multiple stakeholders, with a result-driven and problem-solving approach.

SUCCESS FACTORS:

A successful Contract Manager will possess an exemplary professional standard of ethics as well as the willingness and ability to enforce compliance with Mercy Corps' internal policies and procedures and external regulations. S/he will have excellent communication and interpersonal skills to interact effectively with internal and external stakeholders on sensitive and confidential matters as necessary along with the ability to navigate difficult circumstances with a calm demeanor, in an analytical and methodical manner. A demonstrated ability to multi-task, meet deadlines and process information in support of changing program activities is necessary. A broad understanding of humanitarian and development programs coupled with the ability to analyze financial operational data and clearly present conclusions and recommendations is essential.

CONSENT LANGUAGE

Mercy Corps collects your personal data for the purposes of managing Mercy Corps recruitment related activities as well as for organizational planning purposes globally. Consequently, Mercy Corps may use your personal data in relation to the evaluation and selection of applicants including, for example, setting up and conducting interviews and tests, evaluating and assessing the results thereto and as is otherwise needed in the recruitment processes including the final recruitment.

Mercy Corps is an international organization consisting of multiple affiliated companies in various countries. Mercy Corps has international sites and uses resources located throughout the world. Your data may be held on secure platforms globally, including outside of the EU. All personal data, whether relating to recruitment or employment, is held on a secure platform and system which is subject to regular testing and audit. Unless stated in the job description that the post involves other organizations with which the information will be shared as part of the recruitment process, your personal data will only be shared with third parties where consent is



Mercy Corps participates in the Inter-Agency Misconduct Disclosure Scheme (the "Scheme") (www.schr.info/the-misconduct-disclosure-scheme). Accordingly, we request information from a job applicant's previous employer(s) about any investigations which found that the applicant committed sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents of misconduct under investigation when the applicant left employment. By applying, you confirm your consent to Mercy Corps collecting your prior employment history under the Scheme as part of the application process. Your data will be stored for up to four years.

Attestation Language:

"By applying for this position, I attest that I have never violated a sexual misconduct, sexual exploitation and abuse, child safeguarding or human trafficking policy and that I have never been disciplined for violating an employer's code of conduct."

Apply to: Mercy Corps Juba Office located at Kololo road thong Ping area plot 445 behind sector 4.

All applications will include CV, and all relevant copies of official documents, should be submitted in person or by email:

ss-apply@mercy Corps.org (Female candidate strongly advise to apply)

This position is open for South Sudanese only and due to urgency to fill this position, shortlists will be done on rolling basis.

