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Suzan

MINISTRY OF LABOUR

07/10/2022

07 OCT 2022



VACANCY ANNOUNCEMENTS

PROGRAM/DEPARTMENT SUMMARY:

Mercy Corps began programming in Sudan in 1985, and has been operating in states of what is now South Sudan since 2005; operations have continued since the independence of South Sudan in 2011. We have been working to meet people's immediate needs, and with communities, to build local capacity and promote economic development. Mercy Corps South Sudan's priority areas are food security and livelihoods (focusing on cash assistance, market-based solutions in agriculture and economic development), WASH, Education, youth development and conflict resolution. Mercy Corps has been implementing projects, which combine agricultural, economic development, WASH, Education and other humanitarian interventions to tackle the convulsive crises affecting vulnerable communities. In the most vulnerable and crisis affected areas where we work, we focus on designing activities that meet the immediate, life-sustaining needs of the most vulnerable populations, create and support the enabling conditions required to transition from food assistance to longer term food security and sustainable livelihoods, and leverage existing programs to best support humanitarian outcomes. Currently, Mercy Corps operates programming in Rubkona, Panyijar and Koch counties of Unity State and Mundri West and East.

Vacancy: (1) Office Coordinator Support.

Reports to: Program Manager.

Duty Station: Bentiu (Relocatable Position)

Start Date: ASAP

Deadline of Application: 27th October 2022.

GENERAL POSITION SUMMARY:

Under the supervision of the **National Operation Manager**, the Office Coordinator-Support is responsible for coordinating, consolidating, and ensuring smooth implementation of program and operations' activities and adherence to logistic, human resource, administration, and security procedures. He/she will represent Mercy Corps to relevant stakeholders. He/ She will adhere to all MC rules and administration.

The overall purpose of the position is to ensure effective and efficient support to program and support teams in their field location for the smooth running of programs whilst ensuring safety and security of staff and equipment, effective utilization of resources and adherence to Mercy Corps and relevant donor regulations.



Mercy Corps



ESSENTIAL JOB FUNCTIONS:

Programming

- Promote the flow of information between support and programme functions, between the field office and the country office, ensuring decision makers have up to date relevant information and staff at all levels have an additional channel to have their voices and expertise heard.
- Support assessments and fact-finding missions to set up new or follow-up projects and provide support as needed to prepare concepts and proposals and reports

Logistics and Procurement

- Oversee the functioning of the supply chain including procurement planning and purchasing of goods and services, their transport and storage
- Ensure organization planning and management of field office fleet and equipment
- , manage field office Communication
- Ensure organization planning and management of field office fleet and equipment

Human Resources

- Manage staff in accordance with Mercy Copes guidelines and country legal requirements and labor law.
- Support HR/Admin to conduct recruitment, maintain personnel files, and ensure smooth and efficient office operations
- Supervising and motivating direct reports, follow up their performance, providing mentoring, to ensure staff development, and enable to deliver

Administration

- Lead coordination between operations HR, finance, program and grant staff to ensure timely and compliant program activities and expenditures, including active participation in implementation, review meetings assessments etc.
- Oversee the functioning of the supply chain including procurement planning and purchasing of goods and services, their transport and storage

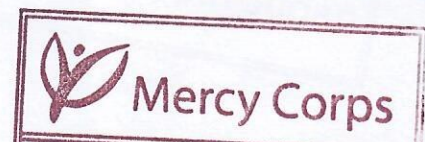
Finance

- Ensure proper finance management including planning, authorization of expenses and reporting
- Coordinate program implementation in adherence to Strategy and objectives, proposals & budgets.
- Together with program Managers prepare detailed implementation plans, risk management plans, spend plans, and project cash forecast. When necessary, flag up anomalies to the Project managers and country management team.

Staff Safety

- Serve as the Security Focal Point with the responsibility of managing day to day aspects of safety and security for team members, field office facility and assets. This involves monitoring the security situation in the program location, promptly and effectively reporting risks and incidents, and taking mitigation actions as required.
- Conduct periodic review of safety and security procedures and security management plan to ensure compliance with Mercy Corps security policy requirements and to reflect relevance to location context.

Coordination



- Cultivate good relations with key humanitarian actors, including UN agencies, INGOs and donors, through regular attendance at coordination meetings/clusters and bilateral meetings. Maintain a strong contextual awareness of who is doing what in the area and up to date contacts to the greatest extent possible.

KNOWLEDGE AND EXPERIENCE:

Academics: Bachelor's Degree or equivalent Education Qualifications

Experience:

- NGO or experience is compulsory preferably 3years
- Experience of project management abroad is essential
- Experience of difficult security contexts is highly desirable.
- Communications and representational experience are desirable.
- Experience in highly volatile security situations and a commitment to team safety.
- Expertise in working with disaster and conflict affected communities.
- Knowledge of local context is added advantage

Language skills:

- Strong communication skills
- *Fluency in written and spoken English required.* Arabic and other local language skills highly desired.

SUCCESS FACTORS:

Supporting the successful implementation of programs and supporting the smooth functioning and running of the field offices. Comprehensive weekly reporting of activities Mercy Corps Team members represent the agency both during and outside of work hours. Team members are expected to conduct themselves in a professional manner and respect local laws, customs and MC's policies, procedures, and values always and in all in-country venues.

Apply to: Mercy Corps Juba, Ganyiel, Nyal , Bentiu, and Koch

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

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VACANCY ANNOUNCEMENTS

PROGRAM/DEPARTMENT SUMMARY:

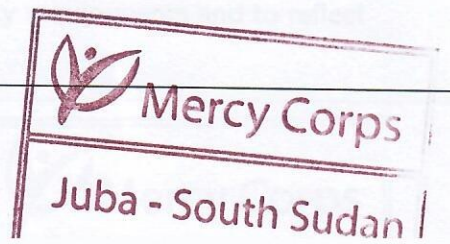
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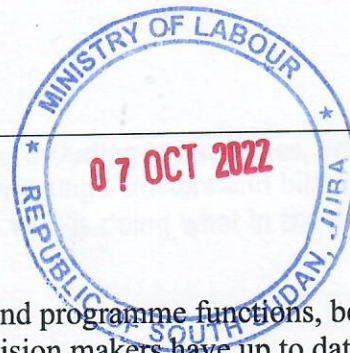
- Vacancy: (1) Office Coordinator Support.**
- Reports to: National Operation Manager**
- Duty Station: Panyijar (Relocatable Position)**
- Start Date: ASAP**
- Deadline of Application: 27th October 2022.**

GENERAL POSITION SUMMARY:

Under the supervision of the **National Operation Manager**, the Office Coordinator-Support is responsible for coordinating, consolidating, and ensuring smooth implementation of program and operations' activities and adherence to logistic, human resource, administration, and security procedures. He/she will represent Mercy Corps to relevant stakeholders. He/ She will adhere to all MC rules and administration.

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ESSENTIAL JOB FUNCTIONS:

Programming

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- Oversee the functioning of the supply chain including procurement planning and purchasing of goods and services, their transport and storage
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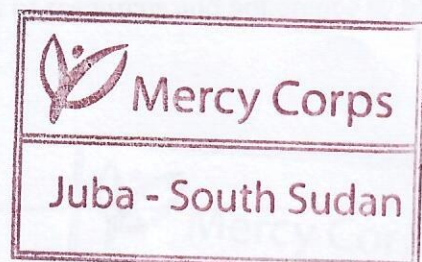
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Support

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Reports to: National Operation Manager

Duty Station: Koch (Relocatable Position)

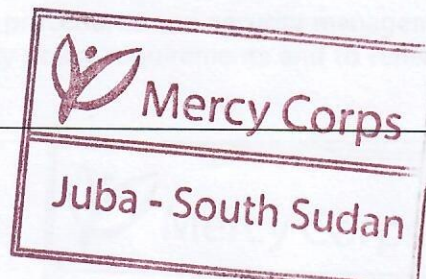
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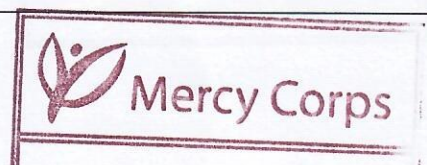
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