



THE LUTHERAN WORLD FEDERATION
World Service Alliance

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APProue by
At Inspector
19 AUG 2024
REPUBLIC OF SOUTH SUDAN

Position Description	Position Title: Project Coordinator (PRM Project)
Place of Assignment:	Juba, South Sudan
Application Dateline: 5/09/2024	
Supervisor's title:	Program Coordinator
Supervises:	
Grade of the position:	TBD as per LWF grading for Coordinators
Work Time	100%
Average travel days per year	<input checked="" type="checkbox"/> extensive (more than 20) <input type="checkbox"/> limited (7 – 19) <input type="checkbox"/> little (less than 7) <input type="checkbox"/> none
Content of the position	
Purpose	This position forms part of the Juba-based Program Unit and reports to the Program Coordinator. The Project Coordinator manages the PRM project and is responsible for the coordination, implementation, and reporting of the project promptly and within the approved budget. Working closely with the Program Coordinator and all other relevant Program Units, especially Finance and M&E, the incumbent will ensure compliance with donor guidelines and requirements. The Project Coordinator also supports PRM project partners. S/He will conduct regular field visits to program areas to assess implementation, document emerging issues, offer technical guidance and support to the field teams, and keep LWF management abreast with emerging issues and their likely impact on the project.
Required Qualifications	<ul style="list-style-type: none"> • Bachelor's degree in Either Education, Social Sciences, Protection, project management, or any other relevant degree from a reputable university. An advanced degree will be an added advantage. • A minimum of 7 years of relevant work experience, with a strong preference for experience from an International NGO and/or humanitarian work. • Demonstrable understanding and experience of protection programming and MHPSS frameworks in humanitarian settings. • Practical work experience in implementing US government-funded projects, including financial oversight, reporting, and compliance with reporting and financial regulations. • Experience managing projects with an annual budget of more than USD 1 million in complex, multi-stakeholder environments, including field-based roles • Strong computer skills in basic standardized software (MS Office). • Excellent communication and presentation skills. • Proven leadership skills, fostering collaboration and driving performance in challenging environments. • Strong analytical and problem-solving abilities.



	<ul style="list-style-type: none"> • Positive attitude and approach, which will help colleagues to overcome challenges. • Ability to work under minimal supervision, under pressure, and on potentially irregular working hours. • A demonstrated ability to multi-task, meet deadlines, and process information in support of changing program needs is necessary. • An impeccable professional standard of ethics, commitment to humanitarian principles, as well as the willingness and ability to enforce compliance with the LWF and donor policies and procedures is essential. 														
Additional Study and Experience	<ul style="list-style-type: none"> • Demonstrate experience with different donor finance compliance and reporting, especially UNHCR and USAID/PRM. • Demonstrated experience in the management of projects with other NGO partners as subgrantees. • Commitment to train staff and local partners to increase their capacity. • Demonstrated leadership and very good interpersonal skills. • Applicants are required to be in sympathy with the core values of LWF. 														
LWF Core Skills	<table border="0"> <tr> <td>• Analytical thinking</td> <td>Level resource</td> </tr> <tr> <td>• Initiative</td> <td>Level advanced</td> </tr> <tr> <td>• Leadership</td> <td>Level advanced</td> </tr> <tr> <td>• Achieving results</td> <td>Level resource</td> </tr> <tr> <td>• Accountability</td> <td>Level resource</td> </tr> <tr> <td>• Working effectively with others</td> <td>Level advanced</td> </tr> </table>	• Analytical thinking	Level resource	• Initiative	Level advanced	• Leadership	Level advanced	• Achieving results	Level resource	• Accountability	Level resource	• Working effectively with others	Level advanced		
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Position Environment and Dimensions	<p>Internally, interacts with the Program Coordinator, The Program Development and Quality Coordinator, the Finance Team in Juba, the Area Coordinators and Project Coordinators, and the Project Teams.</p> <ul style="list-style-type: none"> • The Project Coordinator will also engage with the Human Resource Coordinator and the Logistics and Procurement Coordinator to ensure smooth and regular project support functions are in place. • The Project Coordinator will have regular engagement with the Global Funding Team (GFT), based in Geneva. <p>Externally, interacts with Partner NGOs (Subgrantees) in the project and networks with other similar NGOs with common interests relevant to the project.</p>														
Key duties and responsibilities	<p>Planning and design</p> <ol style="list-style-type: none"> a) Support in determining and defining project scope and objectives b) Coordinate with the Program Development Quality unit and partners in the PRM proposal development process d) Maintaining professional contact with existing and potential funding partners. c) Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques in collaboration with the GFT Unit. e) Coordinate project modification as informed by needs on the ground 														





Implementation

- a) Provide technical leadership to the field implementing teams under the guidance of the Program Coordinator and in liaison with Area Coordinators to ensure overall quality implementation of the PRM project.
- b) Participate in procurement processes by undertaking technical analysis of bids for procurement at the Juba level as required, and working with the Global Funding Team to ensure appropriate approvals are obtained from PRM in due time where required.
- c) Ensure project activities are delivered on time, within scope and budget
- d) Lead PRM project launches and roll out in collaboration with the GFT
- e) Lead LWF and partners in drafting and updating key implementation tools including procurement plans, costed work plans, etc.
- f) Develop checklists for project close-out and work with field teams in ensuring proper documentation of the project before closure

Budget tracking and reporting

- a) Participate in the PRM budget-making process ensuring funds allocation as per the donor guidelines
- b) Meet budgetary objectives and lead budget adjustments based on financial analysis to achieve objectives and ensure compliance
- c) Monitor budget expenditure and advise field teams on the rate of implementation for the same.
- d) Share Budget Variance Analysis with field teams and make recommendations for budget re-allocation

PMER, Research and Learning

- a) Work with the M&E Manager and project M&E Officers to track project performance, assess completion of outcomes, and adjust for improvements
- b) Develop a detailed project plan to monitor and track progress with the M&E Manager and project M&E Officers
- c) Lead country-based coordination of compiling quarterly narrative, financial, and indicator table reports for LWF and partners, under the guidance of the Program coordinator.
- d) Prepare monthly updates for sharing with PRM
- e) Conduct regular field visits (at least quarterly, and for all project locations) to monitor risk, implementation, and compliance and draw action plans for the successful completion of projects.
- f) Work closely with the PMER team to ensure effective communication of project achievements
- g) Participate in and contribute to needs assessments in the field to identify PoC needs for program design
- h) In collaboration with M&E Manager, develop strategies for testing, piloting, and tracking cutting-edge interventions under PRM
- i) Support the Program Coordinator in material review from studies and lead action on recommendations and new programming under the PRM project.
- j) Assist with developing adequate ToRs for studies and evaluations under the PRM project.

Human Resources

- a) Lead the development of comprehensive job descriptions for key positions under PRM
- b) Contribute to the recruitment of qualified and competent staff by setting interview questions, sitting on the recruitment panel/committee
- c) Ensuring recruited staff are provided with the tools for work



	<p>d) Support the induction of newly recruited staff on LWF's way of doing things including organizational culture Ensure refugee and national recruitment and documentation align with PRM regulations, including appropriate background checks, codes of conduct, and training.</p> <p>Capacity building and training</p> <p>a) Provide onsite induction and training to field teams on practices and approaches.</p> <p>b) Ensure effective and appropriate capacity building for LWF South Sudan staff on skills and competencies necessary to deliver high-quality services in the quality services program area.</p> <p>c) Develop training content and materials for use by staff to improve project performance</p> <p>d) Collaborate with the Area Coordinators/ Team Leader and Partner Agencies to determine the technical capacities and future needs of the program.</p>
Special duties	As may be assigned by the direct supervisor.
Major Challenges	<ul style="list-style-type: none"> To ensure high levels of accountability and integrity within the LWF Project Teams and more so with the Subgrantees and especially those with noted capacity gaps. Ensuring smooth coordination of the diverse teams in the management of the PRM project to deliver in a timely fashion is a challenging context.

Application Process

- All applicants must send their application letter and updated CV and supporting documents to the Human Resource office through recruitment.southsudan@lutheranworld.org. Hand delivery is accepted. Applications by email should come with the subject 'Application for Project Coordinator'. Emails or applications that don't have that in the subject box will not be considered. Offer should be given upon funding approval.

Female candidates are encouraged to apply. Only shortlisted candidates will be called for interviews.

Child Safeguarding:

LWF is a participatory organization of the inter-agency scheme for the disclosure of safeguarding related misconduct. For more information, please go on website: <https://misconduct-disclosure-scheme.org/>. Applicant agrees that related reference checks to be done by the LWF Human Resources office.



MISCONDUCT DISCLOSURE

Child Safeguarding:

LWF is a child safe organization and is fully committed to promoting the realization of children's rights including the right to protection from violence and abuse. We therefore, have particular responsibilities to children we work and come into contact with to keep them safe from any harm or risk. In line with LWF policy, any appointment is contingent on thorough criminal record checks.

