

JOB DESCRIPTION

Job Title:	Project Coordinator
Location:	West Kordofan/ Lagawa locality
Reporting to:	Programme Manager
Type of position:	National position
Grade and Salary:	USD 1,951 Monthly Gross Salary.
Contract Duration:	Fixed-term, 12 months (with possible extension)

Background:

Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational in 12 countries across Africa, Asia and the Middle East.

Description of Saferworld and the relevant programme:

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Saferworld has been working in Africa since 1997, with a primary focus upon East Africa and the Horn region. We have well-established programmes in Kenya, Uganda, Somalia, Sudan and South Sudan. In addition, Saferworld supports regional and international conflict prevention and security processes. Saferworld headquarters are in London, with offices currently in Nairobi, Kampala, Mogadishu, Hargeisa and Juba.

Our organisational integrity is derived from the values and principles that underpin and guide our work. Saferworld has been engaged with Sudan issues in different forms since 2011. In partnership we work with community groups to undertake research to address a range of issues to help community members feel safer.

Through partners, Saferworld implements projects in Khartoum, Darfur (North, Central and South), Eastern Sudan (Red Sea, Kassala and Gederif), South Kordofan, and Blue Nile States. The programmes support communities and civil society organisations by enhancing their capacity on gender and conflict

sensitivity. We help provide space and opportunities for civil society to come together to engage in meaningful dialogues for peace and democracy. Our work also increases understanding within the regional and international policy community (such as with the African Union) of the complex challenges faced by Sudanese citizens to help ensure their projects and approaches to Sudan encourage peace rather than exacerbate conflict.

The Project Coordinator position will be based in West Kordofan/ Lagawa locality. The Project Coordinator will contribute to the implementation of Saferworld's Sudan's Agent of changed program (AOC) of conflict programme. The programme aims at bridging the divides between groups (including refugees, displaced persons and host communities) through inclusive local-level action for peace and conflict transformation.- to address the political and socio-economic root causes of armed conflict and instability in Sudan.

Job purpose:

The Project Coordinator will contribute to the implementation of Saferworld's Sudan programme, conducting tasks such as actor mapping, support to research, capacity-building support to local partners, project development, engagement with partners as well as oversight of local grants and micro grants managed by local partners. Oversight of local grants and micro grants managed by local partners.

Roles and Responsibilities

Planning and implementation of project activities:

- Focusing on networking with partners, identifying opportunities for collaboration and development of new grant ideas and turning them into concrete activities;
- Lead in project coordination and support to local partners, including in project implementation, financial management and reporting, and monitoring, evaluation and learning.
- Conducting tasks such as actor mapping, support to research, capacity-building
- Contribute to the development of the overall strategy for Saferworld's Sudan programme.

Coordination:

- Develop networks of partnerships at the local level to ensure ownership and sustainability of project actions.
- Facilitate coordination among local level stakeholders to ensure smooth and timely implementation of activities.
- Coordinate between national level and local level stakeholders to ensure implementation of activities in a timely and efficient manner.
- Represent and speak on behalf of the AOC programme in West Kordofan/ Lagawa locality administration and other stakeholders at various levels, including policy and decision-makers and other INGOs and NGOs.

Monitoring, Evaluation and Learning:

- Undertake rigorous monitoring against the annual work plan at the field locations to ensure that programme activities are on track.
- Undertake regular monitoring against the monitoring and evaluation plan to ensure that the project is achieving the desired results.
- Maintain thorough progress monitoring reports, and provide quarterly financial and narrative progress reports for the programme in a timely manner.
- Support the development of regular reports, including donor reports.

Key working relationships

- **Programme Team:** closely collaboration with other Project Coordinators and team members
- **MEL Coordinator:** work with MEL Coordinator in developing result framework and developing monitoring tools, harvesting outcomes, technical support (MEL) to partners.
- Programme Manager: Line Manager.
- Operations/HR Coordinator.
- Finance Department.
- Safety and Security Coordinator.

Scope and accountability

Decision making and limits of authority	<ul style="list-style-type: none">• Support and give advice on programme operations both at field level (Partner) and AOC Programme team (PM, MEL and Advocacy Manager).
Financial resources	<ul style="list-style-type: none">• Support Partner to develop work plans and budgets relevant to the AOC's annual work plan and MEAL Plan.
Other resources	<ul style="list-style-type: none">• Project implementation responsibility at field level and coordination between the partner and Saferworld• Regularly coordinate with stakeholders and provide feedback on interventions
People management	N/A
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none">• Ensure that partner's work plans and activities are in line with Saferworld -AOC's MEL and Work plans• Ensure that activity reports from field team are compliant to donor's requirements and standards.

Knowledge, qualifications and experience

- Strong understanding of the conflict context and of key stakeholders in Sudan.
- A degree in a relevant subject (e.g., peace/conflict studies, development, international relations), or equivalent professional experience.
- experience in non-profit project implementation, preferably in Sudan.
- Demonstrated experience in project management, including financial management and donor reporting

Skills and abilities

- Data processing and use of databases.
 - Ability to work without close daily supervision, using own initiative and showing flexibility.
 - Ability to develop and maintain positive relationships with a wide range of stakeholders, including CSOs, government bodies and officials, and international donors.
- Ability to work in a non-partisan manner, sensitive to differences of ethnicity, religion and gender.

Personal qualities

- Commitment to be a team player, able to demonstrate a cooperative and problem-solving approach
- Commitment to and compliance with Saferworld's safeguarding principles
- Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work
- Commitment to own continuing personal and professional development
- Commitment to the vision, mission and values of Saferworld

Other requirements

- Experience working in international development, peacebuilding or related areas; experience in community safety and conflict and gender sensitivity is desirable.
- Good contextual knowledge of Sudan – and especially West Kordofan/ Lagawa locality.
- Proven experience of working with staff and civil society partners to plan, arrange and implement activities and monitoring.
- Experience in MEL approaches and methods in the INGO/NGO or similar sectors.
- Fluent in Arabic with good written and spoken English. Ability to write reports in English is important.
- Proven experience in report writing.

- Ability to work in a team and also independently.
- Willingness and ability to live, work and travel in the region Excellent communication and writing skills in English and Arabic.
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Application process:

To apply: Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to HR at jobs@saferworld.org.uk (Please clearly indicate Ref: Project Coordinator- West Kordofan/ Lagawa locality).

Deadline for applications:

We only accept completed application forms. Please do not send your CV in place of an application form. Deadline date for this position is **May 20th, 2021.**