

## JOB DESCRIPTION

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| Job Title:                | <b>Project Coordinator</b><br><br>This position was previously advertised as Project Officer but as now been upgraded to Project Coordinator |
| Location:                 | Malakal, Central Upper Nile  |
| Budget responsibility:    | State-level activity budgets of approximately USD100, 000-300, 000 per year.   |
| Reporting to:             | Area Project Manager - South Sudan   |
| Key Relationships:        | Programme teams, HR, Finance and Operation teams.  |
| Contract Duration:        | Open contract subject to continued funding   |
| Salary                    | \$33,921- \$34,100 per annum   |
| Application opening date: | 28 January 2019  |
| Application closing date: | 28 February 2019   |

### **Saferworld and South Sudan:**

Saferworld is an independent peace building and conflict prevention non-governmental organisation that works to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their sense of safety and security. We also work with the South Sudan Bureau for Community Security and Small Arms Control (BCSSAC), South Sudan National Police Service (SSNPS), and civil society organisations to support effective policies and practice through advocacy, research and policy development, and by supporting the actions of others.

Saferworld is registered with RRC (registration No 088). Saferworld South Sudan's programme started in 2008 and aims to build community resilience to achieve sustainable peace. We implement our programme through national partner organisations to respond to the complex mix of safety, conflict, and development challenges faced by communities. Saferworld has field offices in Aweil, Bor, Kuajok, Rumbek, Torit, Wau, and Yambio. The country office is in Juba. We will soon open additional field offices in Gok Machar and Maridi and work with partners in Cueibet and Panyagor. We plan to open further offices in Bentiu and Malakal in 2019

### **Job Purpose:**

The Project Coordinator will be responsible for the successful delivery and expansion of Saferworld's South Sudan programme of work on community security, community policing, and peacebuilding in Bentiu, and cutting across different programme funding streams. Our community security and peace building programme enables communities, civil society organisations (CSOs), and other actors to engage more effectively with the state and non-state security providers, including the South Sudan National Police Service (SSNPS), and other authorities to improve safety and security. We implement this programme in partnership with local organisations

### **Key areas of responsibility:**

1. Lead the successful implementation, planning, monitoring, and reporting of Saferworld's community security, peacebuilding, community policing activities in the focus states, northern Liech state;
2. Build and maintain effective relationships with implementing partners and stakeholders at state level in support of Saferworld's community security and peacebuilding work;
3. Ensure the physical welfare, well-being, and professional development of any state based staff, including the driver;
4. Serve as the area budget holder and oversee effective financial management of the programme's grant/s and activities on community security and peace building in the focus state;
5. Ensure effective relations and representation is maintained with the rest of the South Sudan team and with relevant Saferworld colleagues based outside of South Sudan, particularly in the HQ in London, the Great Lakes and Sudans Regional Office in Kampala, and the Horn of Africa Regional Office in Nairobi;
6. Assist in donor reporting, fundraising and monitoring and evaluation when requested;
7. Lead on Coordination and state-level advocacy plans and initiatives;
8. Provide technical support to implementing partners and ensure effective partnership is maintained

## Duties

- 1. Develop and implement state-level project activities, and build and maintain relationships with project partners, beneficiaries and other stakeholders**
  - Develop, coordinate and implement project activities in the relevant state, taking a conflict and gender sensitive approach;
  - Conduct financial monitoring and reporting on the project expenditures and budget;
  - Establish and maintain collaborative working relationships with community members at the state level;
  - Establish and maintain relationships and partnerships with key GoSS institutions, (including the South Sudan National Police Service, and the National Security Service), South Sudanese civil society organisations and international partners (including the Safety and Access to Justice Programme (SAJP), UNMISS, UNDP and UNPOL) at the state level;
  - Contribute to relevant research and production of reports, briefings and advocacy papers.
- 2. Contribute to development of the country programme strategy, particularly in relation to the strategy for the relevant state**
  - Conduct regular analysis on political and security developments in the state and identify areas for project adjustment or further development;
  - Contribute to analysis of desired policy changes at national and international level to help address conflict and insecurity at the state level and contribute to external publications, briefings and advocacy work as appropriate
  - Contribute to overall country strategy analysis and development;
  - Exchange ideas and lessons with project coordinators and programme managers responsible for other states.
- 3. Represent Saferworld externally at the state level and elsewhere as appropriate**
  - Attend relevant coordination, information-sharing and other relevant meetings at the state level on behalf of Saferworld's South Sudan programme;
  - May be asked to represent Saferworld in the media at the state level or on issues pertaining to the relevant state at national level;
  - Represent Saferworld in senior level meetings with government officials, partners and international actors in the absence of the Area Programme Manager;
- 4. Responsible for day-to-day security management in the state office**
  - Monitor developments in the state to ensure sufficient knowledge of potential threats to staff, partners or project activities;
  - Work with Area Programme Manager to ensure effective implementation of Saferworld's security policy, as appropriate for the state office and keeping the state-level security plan updated;
- 5. Assist in donor reporting, fundraising and monitoring and evaluation.**
  - Contribute to funding proposals and donor reports to programme funders;
  - Assist in developing, implementing, monitoring and evaluation framework for the South Sudan programme, and responsible for collecting information for this purpose in the relevant state.
- 6. Lead state level Advocacy plans and initiatives**
  - Work with CSO partners/actors to develop or update state advocacy strategies;
  - Lead implementation of state advocacy activities as agreed;
  - Coordinate with PAC Coordinator in Juba to identify key advocacy issues and feed in appropriate reflections on how such issues could be advanced or escalated at different levels.
- 7. Provide technical support to implementing partners and ensuring effective partnership is maintained**
  - Accompany implementing partners on day to day and provide mentoring support as appropriate;
  - Conduct periodic partner capacity assessments to identify areas requiring partner capacity building;
  - Manage relationship between IP and SW and bring to the attention of management in Juba any relevant issues requiring intervention (including disciplinary procedures).

## Person Specification:

- Degree in development studies, international relations, peace and conflict studies, or a relevant political or social science discipline (or equivalent professional experience) is essential;

- Demonstrated project management skills and the ability to analyse and strategize for effective project development;
- A minimum of three years relevant conflict prevention, peace-building or development experience working with governments and/or non-governmental organisations;
- Solid understanding and experience in engaging with civil society and governments, networking and capacity building, preferably in the state and communities served by this position;
- Knowledge of peace and security issues in South Sudan and a good overview of peace and security issues, as well as other key policy issues relative to RSS;
- Ability to work on his/her own, with proven track record of working effectively as part of a team with demonstrated organisational skills;
- Experience and understanding of security management and willingness to undertake training if necessary;
- Fluency in English (written and spoken) and knowledge of at least one South Sudanese language;
- Facilitation or training skills would be an advantage;
- Good communication and interpersonal skills and ability to work in a non-partisan manner appreciating cultural and ethnic diversity;
- Compliance with and commitment to Saferworld's safeguarding principles

#### **Desirable**

- Knowledge of: community security, small arms and light weapons control, security sector development, conflict-sensitive development and/or other conflict prevention areas;
- Experience of facilitating focus group discussions and perception surveys;
- Experience of managing local implementing community based partner organisations.

#### **Terms and conditions**

- **Term of contract:** Open depending on continued funding and performance.
- **Probation:** 3 months Probation period
- **Social Insurance:** 17% contribution from Saferworld
- Annual Leave: 28 Days a year (January-December) in addition to agreed South Sudan public holidays
- **Medical insurance:** Spouse plus three children.
- **Hours:** Standard working week is 37.5 hours a week.

#### **Application process**

Qualified candidates should complete the Saferworld **Job Application Form** and send to [recruitment@saferworld.org.uk](mailto:recruitment@saferworld.org.uk). Please use subject heading PC-Malakal or hand delivered to either Saferworld head office in UAP Equatoria Tower, Hai Neem, First Floor, Wing B, Juba, South Sudan or UNYDA office – Malakal Town, Main Market, or UNYDA office Malakal POC Humanitarian Hub.

**NB: This vacancy is open to South Sudanese Nationals ONLY**

❖ **Female candidates are strongly encouraged to apply**

We regret that only short-listed candidates will be contacted.