

VACANCY ANNOUNCEMENT

WORLD RELIEF  
SUDAN PROGRAM  
IBBA COUNTY

World Relief South Sudan (WRSS), a branch of the World Relief Corporation, has been providing humanitarian assistance to vulnerable populations in South Sudan since 1998. WR now looks to expanding its interventions in areas such as food security, Health & Education in Ibba County Western Equatoria State

World Relief is looking for highly motivated and enthusiastic South Sudanese National to fill the vacancy of Project Coordinator in Ibba Western Equatoria State.

Reports to: Country Director.


Scope: The Project Coordinator works closely with all sectors to improve program quality through improved projects management, community interface, systems and processes. The position also acts as focal point person for Ibba projects management.

KEY RESPONSIBILITIES:

- Lead in community development of systematic and realistic projects plans that facilitate acquisition and aggregation of quantitative and qualitative information to report on all proposals while feeding into World Relief South Sudan strategic plans
- Provide administrative support to all field staff, logistics and finance with emphasis on supporting the sector team leaders, to enhance the quality of program design, monitoring and evaluation.
- Build program monitoring and evaluation systems focused on data collection, data aggregation, data analysis and reporting (internal and external) and coordinate with other programs to compile information about WR Ibba programs.
- Disseminate relevant field information to donors, other humanitarian actors and government stakeholders as per the instructions of the Country Director.
- Coordinate information needed for concept papers and proposals in pursuit of high impact and cost effective program strategies and activities.
- Work with sector managers to improve on data collection, data analysis, dissemination and data storage.
- The Projects Coordinator will be responsible for monitoring and evaluation of field results, and impacts and providing a basis for decision making on necessary amendments and improvements to program implementation.
- Promote accountability for resource use and document, provide feedback on, and disseminate lessons learned. The Projects Coordinator will play a central role in defining and executing creative concepts and systems, training staff in these approaches, and supporting the field staffs on program objectives.

MINIMUM QUALIFICATIONS /KNOWLEDGE, SKILLS & ABILITIES

- Degree in Development Studies, Agriculture, Business Administration, Economics or social science or relevant field or equivalent professional experience.
- Demonstrated working experience of 2 years in program management including design, implementation, training, monitoring and evaluation
- Good working experience in conflict or post conflict or development settings preferably Africa
- Strong capacity building, community work using participatory techniques and facilitation skills
- Willing to work under minimum supervision and meet deadlines as required

Approved duly 



- Excellent written, verbal and analytical

Other requirements:

- Able to work in fairly remote locations
- Mature and analytical.
- Self driven. Takes initiative, creative and provides solutions to problems.
- Able to articulate rehabilitation and development issues at the same time understanding emergency situations.

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SOUTH SUDAN

Interested candidates who meet the above requirements should send their applications and Curriculum Vitae (CV) to the address below or hand delivery to our office located in Hai Cinema Juba not later than 24<sup>th</sup> October 2011 5:00pm

Human Resource & Administration Manager  
World Relief  
P.O. Box 41 Juba South Sudan  
Or preferably e-mailed to: [WRSSrecruitment@wr.org](mailto:WRSSrecruitment@wr.org)

Due to the urgency of the position, candidates will be short-listed and interview on an on-going basis, the selected candidate will be expected to join immediately

**Please note that the applications will not be returned, so please do not enclose any original documents!**

Approved duly

