



## JOB ADVERTISEMENT

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| <b>Job title:</b>  | <b>Program and PMER Support Coordinator</b>   |
| <b>Location:</b>   | <b>SSRC HQ-Juba</b>                           |
| <b>Reports to:</b> | <b>Swiss Red Cross Country Representative</b> |
| <b>Open Date:</b>  | <b>12 November 2024</b>                       |
| <b>Close Date:</b> | <b>22 November 2024</b>                       |

### ORGANISATIONAL CONTEXT

The South Sudan Red Cross (SSRC) is one of the 192 National Societies worldwide and was founded on the eve of South Sudan's independence in 2011. It is a volunteer-based humanitarian society that is auxiliary to the public authorities in the humanitarian field. Based on the Statutes of the International Red Cross and Red Crescent Movement, the SSRC was established through an Act of Parliament on 9 March 2012.

SSRC was formally recognised by the International Committee of the Red Cross (ICRC) on 18 June 2013. In November 2013, the SSRC was admitted into the International Federation of Red Cross and Red Crescent Societies. SSRC's headquarters is based in Juba, with a total of (21) branches and a growing network of units. There are over 266 SSRC staff, approximately 19,000 volunteers and 3,000 members nationwide.

The society's work is guided by seven fundamental principles (Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality) and by Strategy 2030 of the IFRC, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff MUST abide by and work in accordance with the Red Cross and Red Crescent principles.

### Reporting line:

The Program and Planning Monitor Evaluation and Reporting (PMER) Support Coordinator reports directly to the Swiss Red Cross Country (SRC) representative in South Sudan. He/she will collaborate with respective SSRC departments and branches to enhance partnership, planning, implementation, monitoring, reporting, and lessons learned of the "SRC supported programs, and any emergency response which could occur" while ensuring that the project's implementation is led by and owned by SSRC.

### SUMMARY JOB PURPOSE

The Program and PMER Support Coordinator will contribute to further developing the SSRC and SRC partnership, country program, and projects and will ensure closer collaboration with the relevant SSRC staff to effectively implement an NS-centered and need-based programmatic and operational approach while ensuring effective program/project and financial management compliance.

The Program and PMER Support Coordinator contributes to establishing and maintaining a conducive working relationship with the SSRC at the national level and with the different branches where the SRC-supported program is implemented. She/he will also enhance partnership and cooperation with SSRC, fostering productive relationships with the relevant technical departments, branches and technical counterparts of the IFRC, IFRC and PNSs for a successful SSRC program approach.

On the programmatic implementation, the Program and PMER Support Coordinator will provide support, coaching, and practical recommendations to the SSRC for implementing the health, Wash, and Blood donor recruitment projects. He/she will coordinate support from additional SRC technical resources to the SSRC and Swiss Water and Sanitation Consortium (SWRC) as necessary. The Program and PMER Support Coordinator, under the supervision of the SRC Country representative, is responsible for ensuring adherence to back-donor requirements and SRC internal requirements and ensuring that the project contributes to the overall objectives of the SRC global programme and the strategic priorities of the SSRC and are implemented, monitored and reported as per agreed procedures.

### **JOB DUTIES AND RESPONSIBILITIES**

- Maintain an open line of communication with SSRC technical staff on capacity-building needs and support as part of the ongoing dialogue on capacity-building / strengthening for the ongoing projects.
- Contribute to analyzing and summarizing information relevant to the SSRC-SRC partnership and project implementation. Identify gaps in capacity in the field and propose solutions in line with the SSRC and SRC country plan.
- Support the SSRC in identifying capacity development needs at the HQ and Branch levels to improve the implementation of activities that address the needs of the affected population.
- Together with the SSRC project counterparts, ensure collaborative and participative project **planning, proposal, logframe, budget elaboration, and monitoring processes with all project staff** at the HQ and branch levels.
- Support selected branches of the SSRC to assess their capacity development needs and develop plans to address these needs as well as to support and monitor the implementation of the plans.
- Ensure that the SSRC project staff complies with the agreed SSRC PMER tool and procedures and ensure that quarterly and annual and end project narrative and financial reports are prepared as per the agreed format and time frame.
- After receiving the project documentation report from SSRC, regularly consolidate projects and operational monitoring quarterly, annually, and final reports according to the SRC's established formats and procedures.
- Undertake regular on-site monitoring of project activities through field visits, desk reviews and other remote monitoring methods and tools as relevant.
- Capture learnings in the country and contribute to cross-learning between different SRC delegations and other RC NSs
- Whenever necessary, training and regular coaching in PMER management and reporting to SSRC staff are provided.
- Write MoM for documenting processes and taken decisions.
- Support the SSRC in budget/financial elaboration and monitoring, as needed.

- Elaborate quarterly and annual budgets and fund requests.
- Checking eligibility of project costs
- Reviewing financial reports
- Reviewing transaction lists
- Reviewing cash requests

**b) Movement partners' cooperation**

- Contributes to maintaining a constant overview of the Movement partners' activities, capacity and affairs for similar programs/ projects.
- Contributes to establishing and implementing coherent project coordination mechanisms (e.g., joint field missions, joint reporting, etc.), which avoid duplication and promote consistent approaches with the SSRC and Movement partners.
- Participate in technical coordination meetings in-country and within SRC.
- Contributes to consolidating contacts and relations with other Movement partners for similar projects to build a constructive and coordinated action.

**C) other tasks**

- Carry out any other relevant task assigned by the SRC Country Representative
- Represent SRC in-country as requested by the SRC Country Representative
- Contribute to the revision of the security regulation and respect SSRC and SRC's security regulations for South Sudan

**Position requirement**

- University degree or master's in economics and Statistics, Public Health, Project planning and management or any other relevant qualification.
- At least 3 - 5 years of program and operational management experience and strong expertise in PMER and budget management
- Minimum 3 - 5 years' work experience in humanitarian/international/ national organisations. Experience working within the Red Cross Red Crescent Movement is an asset
- Experience in organisational development and/or capacity building and multi-sectorial project (wash, health, environment)
- Experience in Community Engagement and Accountability (CEA) Protection, Gender, and Inclusion (PGI), Volunteer Management and/or Green Response
- Well organized, efficient with excellent attention to detail and ability to manage and prioritize multiple tasks, take initiatives, and solve problems
- Ability to build excellent working relationships with internal and external partners and maintain good relationships
- Awareness and understanding of cultural and gender differences, and able to work constructively in culturally diverse environments
- Excellent command (spoken and written) of English and Arabic.
- Computer proficiency (especially Word, Excel and Power-point).
- Excellent communication skills, analytical skills, and good negotiation skills.
- Able to work under stress.
- Prepared to spend time doing field visits.
- Willingness to learn, to adapt and be flexible.
- Capacity to treat information confidentially.

**How to apply:**

Interested applicants should submit their cover letter, CV with three references, copy of national ID and certificates, and daytime telephone contact information to the Human Resources Department. Or by email: [vacancy@ssdredcross.org](mailto:vacancy@ssdredcross.org). Please indicate the title of the position you are applying for in the subject line of your email.

**Alternatively**, applications can be hand-delivered to South Sudan Red Cross Headquarters. Plot #4, Block Ministries, Munuki Area, Juba.

Please clearly indicate the position you are applying for on the back of your envelope.

**You should arrange your documents in the following order.**

1. Cover Letter
2. Curriculum Vitae {CV}
3. Copies of Certificates and National ID or passport

**Note: Only candidates with certified copies of academic documents by the relevant public authorities or Line ministries will be shortlisted and contacted for an interview. All photocopies are not returnable and will remain the property of SSRC.**

**Female candidates are encouraged to apply.**

