

## CATHOLIC RELIEF SERVICES' JOB ADVERTISEMENT

VACANCY NUMBER: FAC/BUDI/001

JOB TITLE: FIELD AREA COORDINATOR

REPORTS TO: AREA MANAGER

COUNTRY/ LOCATION: BUDI

### About CRS:

Catholic Relief Services (CRS) is the official international humanitarian agency of the Catholic community in the United States. CRS works to save, protect, and transform lives in need in more than 100 countries, without regard to race, religion, or nationality. CRS' relief and development work are accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance, and peacebuilding.

As the newest country in the world, South Sudan continues to struggle amidst the challenges that accompany the complex process of nation-building. The 2018 Peace Agreement has brought hope that South Sudan will transition from a protracted crisis to long-term development programming, but the implementation of the agreement has been slow. CRS Country Program in South Sudan includes food security and livelihoods; disaster risk reduction; microfinance; social cohesion; adult literacy; youth empowerment; health, nutrition and water, sanitation, and hygiene promotion, and humanitarian response. Our work is generously supported by the United States Agency for International Development, World Food Program, European Union, Foreign and Commonwealth Development Office, Global Affairs Canada, Bill and Melinda Gates Foundation, and other Caritas and private donors.

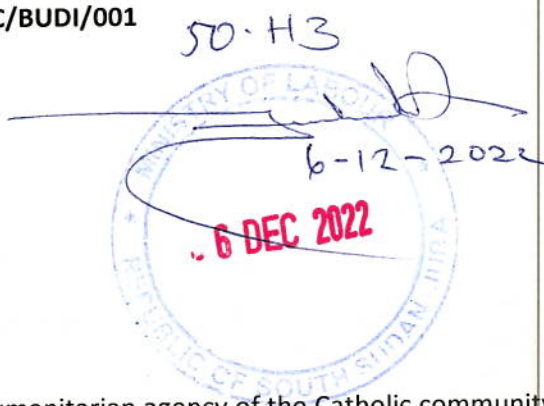
### Job Summary:

The Field Area Coordinator (FAC) oversees P2R program implementation and operations in its areas. He/She will be responsible for managing the P2R team and ensuring the safety and security of the team, proper utilization of assets and resources, and the timely and effective planning, implementation, and reporting of program activities. He/She will supervise the livelihoods and agriculture programs at the county level, including food for assets activities, oversee the field office finances, operations and logistics, and the custody of all program assets. The post holder will act as the primary county-level representative of CRS and P2R programs to government and non-government agencies and stakeholders and communities. The Field Area Coordinator report directly to the Areas Manager of P2R based in Torit.

### Roles and Key Responsibilities:

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- Manage the field office team and ensure that all staff are cross trained to undertake all field level activities (FFA, DRR, M&E etc.) Provide training and mentoring to program and operations staff as required.



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- Plan and oversee implementation of all program activities, whether supported by FFA or by program funding are implemented according to plan to deliver P2R program targets and to be within schedule and budget.
- Ensure timely and effective communications on program planning, implementation and reporting with technical team leaders based in Torit.
- Ensure that field trips by the teams are planned and executed to optimize the use of staff resources, avoid duplication of effort, and extend the lifetime of program assets and materials, vehicles, Thuraya, fuel etc.
- Ensure that CRS security protocols, including communications, vehicle use and health and safety, are observed by all field office staff and by all other CRS staff/visitors traveling at county level.
- Supervise the supply chain team and warehouses allocated to P2R in the county. Ensure that USAID standards of commodity management and control are followed by all commodity staff.
- Undertake or supervise the mandatory stock checking and end use of commodities at the warehouse, and distribution point and ensure that all necessary reporting on food and non-food storage and utilization are made to P2R Program & Operations Coordination Unit in Torit.
- Other relevant tasks as assigned by Supervisor.

### **Typical Background, Experience & Requirements:**

#### **Education and Experience**

- Postgraduate qualification in livelihoods or management-related discipline.
- At least seven years' professional work experience, including at least 3 years of team and program or operations management.
- Strong supervisory and team planning and management capacities.
- Track record in the effective control and utilization of program resources and assets (food, cash, fuel, vehicles, etc.).
- Demonstrable high-level communication skills in English, both oral and written.
- Strong results-focused competencies in the coordination of multiple activities, in program planning, implementation, and reporting.
- Understanding of M&E methodologies and performance reporting.
- Experience in or familiarity with Eastern Equatorial State, including competency in a language used in the county.
- High-level representational and diplomatic skills

#### **Personal Skills**

- Good time management skills with the ability to work on multiple tasks
- Strong customer service orientation with good communication and interpersonal skills
- Proactive, resourceful, solutions-oriented and results-oriented

#### **Required/Desired Foreign Language:**



Excellent knowledge in both written and spoken English and knowledge in the local language is an advantage, Toposa (Ding Dingka desired)

**Travel Required:** 50% of the time will be in the field.

**Key Working Relationships:**

**Supervisory:** Finance Assistant, Storekeeper, MEAL officer, DRR Team Leader, Senior Livelihood Officer, Agriculture Officer, Livestock Officer, SILC Officer, WASH and Nutrition Officer.

**Internal:** POCU team.

**External:** Local administration officials, community leaders and service providers

**Agency-wide Competencies (for all CRS Staff):**

*These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.*

- Trusting Relationships
- Professional Growth
- Partnership
- Accountability



**Gender Competency (for all CRS Staff):**

- Recognizes the importance of having a gender-diverse team and promotes a safe and inclusive environment for all staff.

*\*\*\*Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

**Disclaimer:** *This job description is not an exhaustive list of the skill, efforts, duties, and responsibilities associated with the position.*

**CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.**

**CRS is an Equal Opportunity Employer**

By accepting this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal /professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.

**Application Submission**





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### **Application Submission**

Interested candidates should apply through this <https://form.jotform.com/223382815031550> Please open the link, fill out the form & drop a Non-refundable application letter and CV together with the names of three professional referees not later than December 23, 2022.

- Female candidates are highly encouraged to apply
- Only short-listed candidates will be contacted