

JOB DESCRIPTION

Job Title:	Project Coordinator, Eastern Sudan
Location:	Kassala with frequent travel to Gedarif
Reporting to:	Project Manager, Eastern Sudan
Type of position:	National
Grade and Salary:	Competitive INGO salary dependent on experience
Contract terms and hours:	Fixed-term, 12 months (with possible extension dependent on funding)

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.

Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the values and principles that underpin and guide our work.

This position is an exciting opportunity to be an integral part of Saferworld's Sudan team. Reporting to the Project Manager, Eastern Sudan you will take the lead in supporting partners to implement activities in Kassala and Gedarif. The post holder will support the CSO partners to identify and implement project activities.

Job purpose:

The Project Coordinator will contribute to the implementation of Saferworld's Eastern Sudan project, conducting tasks such as actor mapping, support to research, capacity building support to local partners, project and grant development, engagement with partners, oversight of local grants and micro grants management by local partners and Monitoring, Evaluation, Accountability and Learning components.

Roles and responsibilities:

- Lead in project coordination and support to local partners, including in project implementation, financial management and reporting, and monitoring, evaluation and learning.
- Support partners to identify capacity building needs and develop and implement plans for training, in liaison with the CSO Partners Coordinator
- Ensure quality implementation of the Eastern Sudan project
- Ensure compliance with Saferworld's standard operating procedures, financial management and donor guidelines and protocols.
- Support and promote rigorous monitoring, evaluation and learning systems across the implementation of the project.
- Contribute to regular review of the project risk matrix and ensure mitigation measures are in place.
- Contribute to developing options for further fundraising and reporting to existing funders.
- Facilitate networking with partners, identifying opportunities for collaboration and development of new grant ideas and turning them into concrete activities;
- Contribute to the development of the overall strategy for Saferworld's Sudan programme.
- Any other duties as advised by the Project Manager, Eastern Sudan

Key working relationships

- Partnerships and Compliance Manager,
- CSO Partners Coordinator,
- Sudan programme
- Finance teams

Scope and accountability

Decision making and limits of authority	As per Saferworld's authorisation matrix
Financial resources	<ul style="list-style-type: none"> • As per budget
Other resources	N/A

People management	<ul style="list-style-type: none"> • Oversight of Saferworld partners in Kassala and Gedarif
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> • Ensure compliance with Saferworld policies and procedures (Global and Sudan). • Ensure compliance with national legislation and donor requirements.

Person specification

Knowledge, qualifications and experience

- A first degree in development or related field is essential
- Good contextual knowledge of Sudan – especially Eastern Sudan
- Good knowledge of project implementation processes (work plans, budgets etc.)
- At least three years' experience in non-profit project implementation, preferably in Sudan
- Experience working on related issues in Eastern Sudan
- Proven ability to network and establish collaborative relationships with a variety of actors
- Demonstrated experience in project implementation, including developing work plans, activity budgets, supporting grants
- Ability to work in a team and also independently.

Skills and abilities

- Fluency in spoken and written English and Arabic.
- A willingness to promote the work of Saferworld and develop collaborative work with others;
- Good interpersonal and team-working skills;
- Demonstrated commitment to principles of transparency, accountability, and honesty;

Personal qualities

- A positive 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

- Ability to live in Kassala regularly travel to Gedarif as required to provide training and support to SW partners

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 or to HAC Khartoum (Please clearly indicate Ref: Project Manager, Eastern Sudan)

Deadline for applications:

We only accept completed application forms so please do not send your CV