

JOB DESCRIPTION

JOB TITLE: **Program Coordinator**
LOCATION: North Kordofan
RESPONSIBLE TO: Program Director/ Head of Office

Post Grade:
Duration: One year
RESPONSIBLE FOR:

Insert introduction about SUDO as in the PO JD

JOB PURPOSE

The **Program Coordinator** will be responsible for the programme management at the front-line level. He/she will ensure timely delivery of assigned project activities, receive, revise and produce regular programme reports to management and donors. Conduct baseline surveys, need assessments, development of detailed implementation plans, assist the team to set up a local M&E system. Guide, supervise, coach and mentor the programme team. She/he will further evaluate the efficiency and effectiveness of our community-based programming, identify unmet needs of the affected population and their dependents in displaced situations in Sudan, and develop programmatic responses in consultation with the director.

KEY TASKS

I) Programme management

- Responsible for the implementation, follow-up, evaluation, and project closures
- Prepare and follow up on project-specific work plans.
- Conduct regular program reviews (monthly/quarterly/annual, etc).
- Support, coach & mentor individual programme teams to develop their work plans with milestones, indicators & expected results
- Assess the present programme structure, functioning, and recommend actions for improvement to the Director/HoO
- Be instrumental in programme systematization and evaluations for programme learning purposes.
- Responsible for the initiation, design, development, and implementation of new projects.
- Take the lead in conducting baselines, needs & situation assessments.
- Produce a human interest success story regularly for all the projects
- Produce monthly, quarterly, and annual reports (or as requested) following SUDO and donor guidelines.
- **Responsible for the management of the State office, in the absence of the Head of Office, including staff management, operation, and administration.**

II) **Team management**

- Prepare and review the project team JD to avoid overlap between different roles
- Work with technical specialists, and department heads to contribute to the implementation and programme design of various projects
- Lead field team in projects implementation and new projects design

III) **Reporting & Communication**

- Work with field staff and programme support to ensure regular reports are shared with technical specialists (as applicable) and to ensure timely submission as per agreed deadlines(donors, partners)
- Work with different programme teams to ensure that each project collects information regularly and is able to generate quality reports as per schedule (weekly, monthly, quarterly and annually)

IV) **Budget & Resources Management**

- Overall management of specific project budgets
 - Check and control of relevant project expenditure
 - Ensure proper management of project resources.
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- Help the Program Director identify appropriate funding resources through the identification of potential partners/donors across the country.
 - Lead the proposals/concept notes development with the team.
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- Ensure SUDO programs/projects are well coordinated with the relevant sectors, government, and local authorities across the country.
 - Ensure SUDO is well represented in the relevant humanitarian and development forums in the State.
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- Contribute to the development and implementation, monitoring, and evaluation of country strategies and plans, working closely with Programme support and field team (male & female)
 - Take-overall leadership and management of project activities and budgets as per assigned projects.
 - Work closely with the field-based team in the implementation and monitoring of all projects in Sudan
 - Take the lead in assessments and development of first level proposals.
 - Support the Program Director to manage SUDO day-to-day activities in the field, ensuring an efficient and an effective, and accountable use of SUDO funds and compliance to checks and controls.

- To represent SUDO at relevant coordination bodies, for example food security coordination meetings and inter-agency meetings where necessary.
- To ensure that all programme activities in Sudan are firmly situated within the established humanitarian framework for response and therefore in close collaboration with the relevant local authorities, UN agencies, ICRC and NGOs.
- To support the Director to control and manage expenditure of SUDO programme budget, including monitoring of expenditure, supervision of the monthly finance reporting process accounts and revision and maintenance of financial controls.
- To support the Director to identify and exploring new operational and strategic opportunities for the SUDO programme
- Assess the capacity gaps, support and manage the performance of programme staff.
- Line-manage the Area/project coordinators in SUDO operation areas and all programme staff
- Conduct effective day-to-day supervision of all staff and community-based activities under your control.
- Identify unmet needs of IDPs, affected population and their dependents, returnees and host communities and to suggest and, where required, follow through with appropriate interventions.
- Within the established framework, identify and promote innovative ways to ensure family protection in the affected areas
- Design and develop community-based activities within the protection framework of activities already established in Sudan and in close collaboration with all relevant authorities, UN agencies, and NGOs
- Advocate for the inclusion of peacebuilding within programmes and activities that extend outside SUDO's area of operation and build relationships with relevant authorities, UN agencies, and NGOs to identify programme gaps
- In coordination with relevant departments, provide training to local staff on all community programming activities.
- Work with the team to provide monthly narrative reports on all programme activities to the Director

EXTENT OF AUTHORITY

The PC is authorised/required to:

- Take decisions within the programme component of the programme, following the agreed budget and proposals
- Operate within all SUDO policies and procedures.
- Report directly to the Director

Qualifications and skills:

- 7+ Substantial years of experience working in a humanitarian and development context, preferably in more than one State in Sudan
- Significant experience in humanitarian programme management, including resource, financial, HR, and information management,
- Direct experience of project appraisal, assessment, monitoring, and evaluation methodologies

- Commitment and ability to foster and support capacity building in own staff and of Local partners, including experience of managing teams
- Fluent written and spoken English and the ability to write clear reports for a wide range of audiences.
- Strong interpersonal skills with the ability to influence, communicate and negotiate with a wide range of people and organisations (including government) at all levels, within the State, with tact, diplomacy, and sensitivity to cultural differences
- Numeracy and ability to prepare and monitor budgets and accounts
- Ability to work to agreed deadlines
- Ability to think analytically and plan strategically
- Ability to live and work in often arduous conditions and undertake necessary travel in the country
- Empathy with SUDO's mission and values.