

Project Coordinator- Local SPACE Project for DCA

South Sudan

DCA is an International Partner and Rights based organisation with a vision for a world without hunger, poverty, and oppression in its work across objectives to save lives, building resilient communities and fight extreme inequality.

At DCA we strive to secure high-quality standards for both our programme and teams support staff. The aim for our staff is to maintain a smooth running of the DCA Office with accountability, professionalism, and staff welfare as a priority, creating an efficient, open, and inspiring work environment for all. In DCA we strive to secure high-quality standards for both our programme and support staff.

Project Title: Local SPACE: Enhancing the Space, Participation, Accountability, Capacity, and Engagement of Local and National Actors in Humanitarian Aid Delivery

Local SPACE is a global initiative aimed at developing a flexible, network-based model to enhance local participation and humanitarian leadership. This initiative strengthens institutional capacity and fosters capacity-sharing across diverse contexts, ensuring scalability and adaptability at a global level, therefore, the project coordinator- Local SPACE (PC) will lead the Local SPACE initiative in South Sudan, ensuring coordination among stakeholders and the effective implementation of project activities. The job description of a project coordinator typically includes the below responsibilities. A project coordinator should have excellent communication, leadership, and problem-solving skills, as well as experience in project management methodologies and tools. Additionally, a project coordinator should be able to work well under pressure and be able to manage multiple projects simultaneously.

The Role:

PURPOSE; Manage Integrated Processes

Project Implementation, Monitoring, Advocacy & Sustainability

- Planning and scheduling: Developing a fundraising strategy to support the sustainability of the national platform and LNAs and implement plans that based on network capacity assessments, timelines, and schedules to ensure that projects are completed within the set deadlines
- Monitor project progress, ensuring timely reporting and documentation of lessons learned.
- Provide mentoring to the project's steering committee to enhance coordination, learning, and advocacy efforts
- Promote the scalability of the Local SPACE model through advocacy and dissemination of project outcomes
- Communication: Liaising with stakeholders, team members, and clients to ensure effective communication and coordination throughout the project.
- Budget management: Managing project budgets and expenses to ensure that projects are completed within the set budget.
- Address barriers to meaningful participation and leadership in humanitarian response

ENGAGEMENT (Align)

Stakeholder coordination and Network Strengthening & Capacity Building

- Facilitate collaboration between LNAs, international organizations, and donors.
- Engage with project partners at the country and headquarters level, ensuring alignment with the global initiative.
- Resource allocation: Identifying and allocating resources required for the successful completion of the project.
- Risk management: Identifying and managing potential risks that could impact the success of the project.
- Reporting: Preparing regular progress reports and status updates to keep stakeholders informed about project status.
- Support LNAs in strengthening the C4C network.
- Organize awareness workshops and facilitate formation of subnational networks that promote and advocate localization through meaningful participation in decision-making.

- Facilitate capacity-building workshops and training for select LNAs, focusing on institutional strengthening and humanitarian leadership

DELIVERY (Sustain Service)

- Documentation: Creating and maintaining project documentation, including project plans, schedules, budgets, and reports.
- Quality control: Ensuring that project deliverables meet the required quality standards.
- Stakeholder management: Managing relationships with project stakeholders to ensure that their expectations are met, and issues are addressed in a timely manner.
- Team management: Coordinating and managing project teams to ensure that they are working effectively and efficiently.

QUALIFICATION; Masters/Degree/Certificate

- Completion of a bachelor's degree and or master's degree or equivalent in international development, Humanitarian Affairs, Social Sciences, or a related field.
- Minimum of 4 years of experience in project management/coordination, preferably in the humanitarian or development sector.
- Strong understanding of localization processes, including frameworks such as the Grand Bargain, IASC, ICVA, and VOICE, C4C, P4C, etc.
- Proven experience working with networks, International, local and national NGOs, community-based organizations (CBOs), and grassroots organizations in conflict or post-conflict settings.
- Excellent communication and stakeholder engagement skills capabilities, both oral and written.
- A team player with an open, compassionate, humorous disposition.
- Flexible, patient and persistent personality.
- Very strong computer skills, especially Excel, Word, Power Point, Outlook, etc.
- Candidate ready to embrace the four DanChurchAid values of compassion, proactive, responsible, and respectful.

What we can offer you:

The successful applicant will be offered **a contract till 31st July 2026 with the possibility of extension** depending on both funding and performance.

The position is for South Sudanese nationals. Women and minorities are strongly encouraged to apply.

Expected starting date: 5th May 2025.

Working hours: 40 hours per week.

All DCA employee may be subject to assessments and refresher training as part of an on-going safety and personal development programme to ensure that they are as up to date on current methodologies and approaches as is reasonably possible. DCA is an equal employer, so, we encourage women and Persons with disabilities to apply.

Interested candidates should apply through:

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities, or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.

Deadline for applications as described above are the April 28th, 2025. before 5:00 pm CAT

For further information regarding DCA, please visit our website at: <https://www.danchurchaid.org/>

Only applications following the abovementioned procedures will be considered and only shortlisted candidates will be contacted.

Work related travels are expected in this position.

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.

