



SOLIDARITY with **South Sudan**

From the Office of the Executive Director

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Mission Statement

Solidarity with South Sudan aims to create self-sustainable educational, health and pastoral institutions and programs that will help to empower South Sudanese people to build a just and peaceful society. Solidarity is a collaborative commitment of religious institutes of men and women, members of the Unions of Superiors General and the Church in South Sudan working in partnership with the Sudan Catholic Bishop's Conference.

JOB DESCRIPTION FOR PROJECT COORDINATOR

Overall responsibility: The Juba Funding Coordinator will be familiar with all proposals, contracts and budgets of all donors to Solidarity with South Sudan. He/She will work in close contact with our centres of activity in South Sudan, namely Yambio, Riimenzi, Wau and other centres as they arise. While answerable directly to the Executive Director of Solidarity with South Sudan, he/she will work in close association with our Fundraising Director in Rome and our partner organisation in the USA, Friends in Solidarity Inc, (with South Sudan), and the Financial Administrator in Juba. The job is based in Juba, South Sudan.

Qualification: Degree/ Diploma in Business Administration or related fields. An experience in administration and/or fundraising would be beneficial.

Accountability: To the Executive Director, Solidarity with South Sudan.

Expected duties:

- I. Ensure that all proposals, contracts and budgets are filed and accessible in Juba, Yambio, Wau, Riimenze and other centres as they arise.
- II. Track reporting dates and help to ensure timely reporting
- III. Gather material for reports
 1. Narrative updates – including assisting the local centres in writing up the reports, take photos, videos, etc
 2. Interim and final financial reports – make sure financial report aligns with budget of proposal; back up with copies of paid invoices, etc.
 3. Help track allocations from Rome
- IV. Gather material for proposals from the various projects
 1. Narrative as to need, etc
 2. budget for specific proposal
- V. Meet with donors as they come to Juba; help facilitate travel and accommodation as needed

1. Connect with funding office in Rome and US partner, Friends in Solidarity, when material is needed.
- VI. In the absence of the Executive Director, to help with the functioning of the Administration Centre in Juba.

Other basic information

The position applies to religious, who are motivated by the mission statement of Solidarity with South Sudan.

You will be living away from your home country and in a country which is experiencing a fragile peace.

You will reside in an international and intercultural religious community of men and women.

In keeping with our surroundings, the standard of living practiced by Solidarity personnel is simple.

In our relations with local people and institutions we seek to encourage empowerment of others and to avoid practices that may promote dependency.

Conditions regarding health and other insurances, and other costs that may apply of members of religious congregations will be explored during the preliminary job interview.

Closing Date: 30th June 2019

Please send applications to: The Executive Director, Solidarity with South Sudan, email address sssjuba@gmail.com