**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job title:</th>
<th>Field Coordinator</th>
<th>Location:</th>
<th>Aweil, South Sudan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Management</td>
<td>Length of contract:</td>
<td>1 year</td>
</tr>
<tr>
<td>Role type:</td>
<td>Global, unaccompanied</td>
<td>Grade:</td>
<td>10</td>
</tr>
<tr>
<td>Travel involved:</td>
<td>10%</td>
<td>Child safeguarding level:</td>
<td>TBC</td>
</tr>
<tr>
<td>Reporting to:</td>
<td>Country Director</td>
<td>Direct reports:</td>
<td>ICCM Program Manager, Nutrition Programme Manager, Field Logistics Manager, M&amp;E Manager, Finance and Management Accountant, HR Officer</td>
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**Organisational background**

Established in 2003, Malaria Consortium is one of the world’s leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and International organisations to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:
- disease prevention, diagnosis and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice
Country and project background

Malaria Consortium began operations in Sudan in 2005, training doctors in malaria case management and delivering LLINs to displaced people. By 2007, programme increased its activities in southern Sudan, supporting assessment, mapping and administration of NTDs. Based in Juba, the programme continued to support the National Malaria Control Programme and the new South Sudan government with their malaria policy documents and treatment guidelines.

Malaria Consortium in South Sudan works with partners, including all levels of government, to improve the lives of all, especially the poorest and marginalised with greater focus on children below 5 years of age. We target key health burdens, including malaria, pneumonia, and neglected tropical diseases, along with other factors that impact child and maternal health.

Job purpose

The role of the Field Coordinator is to provide leadership, management support oversight and coordination to the entire team in Aweil field office. The Field Coordinator is responsible for the effective and efficient implementation of donor-funded programmes throughout the area of operations. S/he will do this through coordination and oversight of all operations and programmes. This includes supervision of programme implementation, ensuring strict adherence to Malaria Consortium and donor procedures and regulations, as well as external coordination on behalf of the organisation as necessary.

Scope of work

The post holder will be in-charge of the Aweil field base and working very closely with the iCCM and Nutrition Programme Managers, Field Logistics Manager and M&E Manager. S/he will be the security focal person in the field base and ensure Malaria Consortium effective representation with key stakeholders.

Key working relationships

Internally, the Field Coordinator will be a member of the Country Management team (CMT) and the team Leader in the Aweil Field Office.

Externally, S/he will be required to work closely with the States Ministries of Health, and State administrative leaders.

Key accountabilities (percent of time spent on each area)

Strategic planning and Leadership (25%)

- Ensure proper understanding of Malaria Consortium’s global and country strategic plan. And understand the strategic directions set out in the plan.
- Help and work with the entire field office staff to have basic understanding of the global and country strategic plans.
- Work with the country management team member for the development/finalization of the Malaria Consortium South Sudan strategic plan.
- Ensure staff in the field office understand Malaria Consortium organizational core values. And support staff to understand, internalize and operationalize the core values at work places.
- Work with the CMT for the implementation of country strategic plan.
- Foster an positive and inclusive work environment dedicated to the core values and mission of Malaria Consortium for all national and international staff.
- Ensure cross-departmental communications are efficient and effective through Weekly Field Management meetings.
- Maintain and communicate an overview of all Malaria Consortium programmes and operations in the area of responsibility, including written weekly updates to the Country Director.
- Coordinate the identification and implementation of plans for improvement throughout the programmes and operations of the field site.
- Serve on the Malaria Consortium South Sudan Senior Management Team, supporting the field site by promoting an accurate and effective understanding of successful achievements and further needs of the programmes and operations.
- Maintain a network of contacts and regular communications with NGOs, UN, Government Officials, and other relevant partners.

Programme management and coordination (35%)

- Ensure proper coordination of programme managers and programme coordinator’s works in line with programmatic and organizational requirements to ensure synergy and better and desired result/outcome;
- Contribute to project and programme design, development and work plan development in coordination with managers in the regional office and in consultation with Juba based Country management team members particularly the country technical coordinators and technical coordinators;
- Hold regular coordination meeting between managers and officers and feedback on key developments and findings to the CMT to ensure there is required support from Juba in programme management and coordination of projects and programmes;
- Work with team in the regional office as well as the CMT for a timely start up and implementation of projects;
- Work with team members for timely undertaking of research and survey works and ensure reports are timely produced and shared with the CD and the CMT so that they are timely shared with the MOH for timely dissemination;
- Through supervision of the Programme Managers, ensure effective grants management by supervising the creation and implementation of grant-focused work plans, including indicator targeting, M&E and reporting systems management, and information feedback systems for continuous improvement
  - Providing proper management of programme managers and operations staff in effective management skills and donor and organisation rules and regulations.

Security management (10%)

- Serve as the organisational security focal point in the area of operations (may be delegated to Logistics Manager depending on security situation and agreement with Country Director);
- Take overall responsibility for security at field level, including assessment, policy development, and enforcement.
- Gather security information from staff, NGOs, UN agencies and other sources;
Update Local Security Plans, standard operating procedures and emergency protocols monthly for approval by the Country Director

- Update site specific security guidelines and submit to CD for approval after OpsCo review;
- Ongoing preparation for evacuation, relocation, or hibernation;

Provide contextual understanding of the security environment for programmes and operations by linking in local actors to collect information;
- Analysis and selectively share security information, providing relevant details to CD and flagging new or changes in risk levels and suggest needed actions to activity plans;
- Anticipate future directions and identify trends;

Ensure national and international staff compliance with safety and security guidelines, including Field Security Travel Authorisation, and take disciplinary measures as necessary for failure to adhere

Maintain adequate office and guesthouse compound physical security as well as standard safety equipment, including standard and emergency communications

Ensure all staff have adequate training, understanding and equipment to fulfil their obligations safely. Tasks include:
- Ensuring Logistics Manager is giving adequate training to drivers / cars and the necessary equipment is fitted and working
- All relevant staff can use HF /VHF radios if needed.

Ensure security incidents are addressed and reported appropriately and mitigation measures are discussed for future.

As a member of the Senior Management Team play an active role in ensuring that security guidelines are implemented and followed up.

Provide daily security updates to the CD and the Operations Coordinator and keep the CMT in the loop on the development of security in the regional/field office.

Make regular assessment and analysis of the security situation and update and recommend sound measures to improve security and safety;

Ensure hibernation stocks are updated and monitored properly on a regular basis and communicate with the Logistics department should it be replenished;

Get linked with DSS and INGOs for security information and update staff regularly on security information;

Operational and Logistics management (10%)

Provide managerial oversight and guidance to the Logistics function and support the Logistics Manager in the implementation of systems and procedures:

- Procurement: Ensure rigid adherence to Malaria Consortium and Donor procurement requirements through efficient and transparent procurement processes and procedures
- Fleet management: Provide safe and timely programme and operations support through management of vehicle maintenance, planning, and use by drivers and staff
- Warehouse management: Supervise the effective implementation of Malaria Consortium Warehouse and Asset Management policies and procedures, focusing on proper tracking of materials and assets through correct and complete documentation and proactive distribution and utilisation planning with programmes and operations staff
- Base Management: Oversee facilities selection, modification planning, and maintenance to allow efficient operations and comfortable accommodations
- IT / Communications: Ensure sufficient and effective communications equipment are available, in good working order, and that staff understand their use, including related policies
Human Resources management (10%)

- Provide managerial oversight of the Human Resource function including ensuring:
  - Recruitment of national staff is conducted transparently and fairly in compliance with national laws and Malaria Consortium policies and procedures
  - Recruitment of International staff is followed up in a timely manner, including JD creation, and testing and interview grid development
  - National staff all have JD, valid contracts, and ID cards
  - Travel Authorisation Form and Field Security Trip Authorisation Form policies are effectively implemented
  - International staff have valid visa, alien registration, and work permits
  - Leave Application Form, TOIL Authorisation Form, R&R and Annual Leave travel plans are organised by department and implemented effectively
  - Performance Management (objective setting and appraisals) policies are implemented and follow-on actions taken as necessary for all staff, and specifically for your direct reports
  - Staffing needs are continually assessed with programmes and operations department staff to provide the best possible implementation of programmes

Finance and resources management (10%)

- Line manage the Senior Finance Officer to ensure timely and accurate financial reporting, forecasts and payroll
- Oversee the operations budget for the field site, including Budget vs. Actual monitoring, with the support of the Country Finance and Operations Coordinators in Juba, South Sudan;
- Supporting the Finance Department by upholding strict standards according to the Malaria Consortium Finance Manual and donor regulations for all documentation being passed to finance by operations and programmes staff
- Support and authorise the financial and administrative officer to issue activity advances and reconcile advances
- Ensure all financial clearance of payments owed is completed quickly and efficiently according to Malaria Consortium policies and procedures

PERSON SPECIFICATION

Work-based skills:

Essential:

- Relevant management and leadership with INGOs in a developing country showing progressive advancement towards the role;
- Strong leadership skills and a supportive attitude towards team member;
- Demonstrated experience in programme management, operations oversight, and management of field teams;
- An interest in communicable disease control, community based healthcare, and health systems strengthening.
- Bachelor’s Degree in health, project management, international development, or other relevant field
• A pro-active self-starter with proven leadership skills;
• Positive attitude;
• Energetic and interested

Desirable:

• Pertinent and relevant INGOs field office management experience, including several of those years in the same or similar role
• Knowledge of communicable disease control programmes;
• Experience working in South Sudan;
• Knowledge of nutrition programmes
## Core competencies:

### Delivering results

**LEVEL C - Supports others to achieve results**
- Displays a positive and enthusiastic approach and is not deterred by setbacks, finding alternative ways to reach goals or targets.
- Supports others to plan and deliver results
- Supports others to manage and cope with setbacks

### Analysis and use of information

**LEVEL B - Uses evidence to support work**
- Identifies and uses various sources of evidence and feedback to support outputs
- Uses evidence to evaluate policies, projects and programmes
- Identifies links between events and information identifying trends, issues and risks
- Ensures systems are in place to address organisation needs

### Interpersonal and communications

**LEVEL B - Fosters two-way communication**
- Recalls others’ main points and takes them into account in own communication.
- Checks own understanding of others’ communication by asking questions.
- Maintains constructive, open and consistent communication with others.
- Resolves minor misunderstandings and conflicts effectively.

### Collaboration and partnering

**LEVEL B - Collaborates effectively across teams**
- Proactive in providing and seeking support from expert colleagues.
- Raises difficult issues with teams/ partners and stakeholders with a view to positive resolution
- Proactive in building a rapport with a diverse range of people

### Leading and motivating people

**LEVEL C - Effectively leads and motivates others or direct reports.**
- Gives regular, timely and appropriate feedback, acknowledges good performance and deals with issues concerning poor performance.
- Carries out staff assessment and development activities conscientiously and effectively
- Develop the skills and competence of others through the development and application of skills
- Coaches and supports team members when they have difficulties.

### Flexibility/ adaptability

**LEVEL C - Supports others to cope with pressure**
-Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems and supports others to do the same.
-Adapts team approach, goals, and methods to achieve solutions and results in dynamic situations.
-Sets realistic deadlines and goals for self or team.

### Living the values
**LEVEL C - Supports others to live Malaria Consortium’s values**
- Demonstrates personal integrity by using position responsibly and fairly
- Cultivates an open culture within the wider team, promoting accountability, responsibility and respect for individual differences

**Strategic planning and thinking and sector awareness**

**LEVEL B - Is aware of others’ activities and vice versa in planning activities**
- Takes account of team members and others workload when planning.
- Maintains awareness of impact on other parts of the organisation, keeping abreast of other’s activities, objectives, commitments and needs.
- Has a good understanding of the sector in which Malaria Consortium works