

Job Title: Area Coordinator Unity State, South Sudan

Reports to: Programme Director

Terms: Fixed Term, Full time, Unaccompanied, 12 months

Location: Bentiu, South Sudan

Salary: Grade OS4 (€45,457 - €50,509)

Requirements: Bentiu, South Sudan with frequent travel to field sites

About Concern: Established in 1968, Concern is a non-profit, non-governmental humanitarian organisation, dedicated to the reduction of suffering and the ultimate elimination of extreme poverty in the world's poorest countries.

Concern's vision, our mission and our work are all defined by one goal – ending extreme poverty, whatever it takes. Concern strives for a world free from poverty, fear and oppression.

Our culture is values driven and we believe that our people are central to all that we do and are key to delivering on our goal of Reaching the Furthest Behind First. We are committed to ensuring a workplace where everybody feels valued and are enabled to succeed in their work and contribute to delivering on our mission.

Role Purpose: The Area Coordinator will be responsible for the overall leadership, coordination and management of Concern Worldwide's programme operations in Unity State. Key activities include: Security monitoring and protocol implementation, coordination of the programmes and sectors, including strategy, budget and implementation oversight, and ensuring the effective and efficient management of programme staff and programme logistics, in collaboration with the Bentiu-based support team (finance, logistics, admin and HR). The Area Coordinator serves as Concern's senior representative at the state level, providing leadership in external engagement and coordination with key stakeholders. The role includes oversight of the nutrition and WASH warehouses, particularly in relation to core pipeline operations, and the direct or indirect management of all staff based in Bentiu and across wider programme locations. Working in close partnership with the Programme Director, the Area Coordinator contributes to strategic planning, monitors programme performance, and identifies opportunities for scale-up or adaptation in response to emerging needs and contextual changes—ensuring Concern maintains its position as a leading and agile emergency response actor in Unity State.

Responsibilities:

Programme Development and Coordination

- Lead on situation analysis and programme proposal development for the Unity programmes.
- Ensure the effective and high-quality implementation of Concern's integrated emergency response and recovery programme, including Health, Nutrition, WASH, Protection/GBV, Shelter, and NFI, as well as any emerging thematic areas in Unity, according to international standards, Concern policies, and best practices.

- Provide oversight and support to programme managers to monitor conflict sensitivities, ensure accurate and timely stock prepositioning, develop procurement plans, track expenditures, and report to donors in a timely manner.
- Monitor programme expenditures and budgets and work with programme managers and the PD to ensure optimal resource utilisation and spending in accordance with Concern's financial procedures and donor requirements.
- Support cross-sectoral periodic programme reviews to assess programme progress, capture lessons learnt and adapt programme strategies as necessary in accordance with Concern's results based management principles. Ensure mainstreaming of cross-cutting issues/approaches throughout the programme cycle including: Accountability to Affected Population, Gender, Protection, Conflict Sensitivity, HIV and Aids, Rights-Based Approach, Accountability and do no harm philosophy.
- Ensure the local authorities and communities are meaningfully engaged in programme development in line with the Core Humanitarian Standards initiative and best practices.
- Contribute to the overall management and strategic planning of the country programme.
- Together with relevant programme and support staff, ensure that Unity programme activities, as well as the rapid response mechanism, are within the framework of the Concern South Sudan Country Annual Plan and Concern Country Strategic Plan.
- Work with the PD to further build and maintain Concern's emergency preparedness capacity including contingency planning and PEER.
- Facilitate and coordinate all external and internal visits within the area of responsibility, including those by regional and HQ based staff, consultants, donors and media representatives, ensuring effective planning, logistical support and adherence to organisational protocols.
- Work with the support functions (Operations Director and Country Financial Controller) to ensure that the programme, finance, HR and logistics needs are planned and met.

Security

- As Security Focal Point for Unity, ensure implementation of the Concern Worldwide Security Management Plan and the Standard Operating Procedures and Contingency Plans, with close support from the Operations Director, Logistics Coordinator/ Officer in-charge of safety and security based in Juba.
- Ensure that all Unity based staff adhere to security protocols, understand the local conflicts, and have gone through the orientation on conflict sensitivities.
- Monitor and report on the security/ conflict status in the programme area to the CD, Systems Director, Logistics Officer in charge of Safety and Security and PD.
- Organise and chair weekly and ad-hoc security meetings at State level and share minutes with the Security Focal Group, CD, Safety and Security Coordinator and PD.
- Regularly update the Security Communication Tree and share it with NGOs members, UNOCHA, and IOM.
- Ensure that Concern Security staff list is updated weekly and shared with UNOCHA.
- Ensure that security information in Unity is appropriately shared with Security Group Members and what is necessary for the entire staff team is shared with staff.
- Participate in the annual review of the Security Management Plan.

Reporting and Donor Compliance

- Support the timely submission of internal monthly and donor reports as per the South Sudan grants/funding tracker shared by the Grants Unit.
- Work with the PD and Grants Unit to ensure the timely and high-quality development of programme proposals and concept notes for donors and other interested parties, including government departments.
- Ensure the timely production of high-quality annual reports, including reporting on PEER and CHS.

Staff development

- Supervise managers and lead the entire staff team, working closely with the PD to provide strategic leadership and management.
- Lead, manage and motivate the team, ensuring they have clear objectives, work plans, and receive meaningful and regular feedback on their performance.

- Set performance objectives for the supervised staff, and ensure those supervised by your direct reports have performance objectives, routinely monitor their performance and evaluate them at the end of the performance period.
- Strengthen and develop the staff's programmatic, managerial, and operational skills through on-the-job mentoring, coaching, and feedback mechanisms.
- Recommend promotions using Concern's talent spotting and disciplinary actions for Managers not performing, in consultation with the PD.
- Address and mitigate staff complaints and conflicts in coordination with the HR Officer, PD and under the guidance of the Systems Director.
- Support PMs and the HR department with timely recruitment to fill vacant positions.
- Lead induction of new staff members to ensure they receive an adequate briefing and information to complete their tasks and responsibilities.
- Make recommendations on core staffing needs and training/capacity building needs for programmes and support.
- Ensure that Concern's policies - such as the Code of Conduct (Programme Participant Protection Policy, Child Safeguarding Policy and Anti Trafficking in Persons Policy), Anti-Fraud and Whistle Blowing Policy, Conflict of Interest Policy as well as the minimum standards of humanitarian relief (ICRC Code of Conduct, Sphere, CHS) - are adhered to by all staff.

Representation

- Represent Concern to donors, clusters and relevant coordination fora and meetings at state level, as well as at national level as required, and with government departments, donors and communities.
- Develop and maintain effective working relationships with all stakeholders at state and county levels - including community leaders, NGOs, UN agencies, community-based organisations to enhance cooperation and coordination.
- Ensure strong and cordial relations are built with local authorities and technical ministries for all sectors of intervention using specific structures existing in Bentiu IDP Camp, POCs and for Beyond Bentiu Response.
- Strengthen links with individuals or groups with influence and initiate dialogue with key influencers. Present influencers with appropriate information; facilitate contact between service providers or people in need and the influencers.
- Take a lead role in further developing a coordinated approach towards effective coordination of all partners in the areas of operation for a coherent approach in all emergency and outreach interventions.

Accountability

In line with Concern's commitments under the Core Humanitarian Standard (CHS):

- Actively promote meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E);
- Work with relevant colleagues to ensure that the Complaints and Response Mechanism (CRM) is functional and accessible, that feedback and complaints are welcomed and addressed;
- Work with relevant colleagues to ensure that information about CRM, safeguarding and expected staff behaviour is disseminated among programme participants and communities.

Others

- Work in close collaboration with other members of the Concern team, sharing information and designing and implementing programme activities.
- Adhere fully to the commitments and rules of Concern's Programme Participant Protection Policy and Code of Conduct (P4 and CoC and Safeguarding), including the respect of confidentiality.
- Report to the appropriate manager, all violations of the P4 or CoC and Safeguarding policy, this is a mandatory duty of all staff.
- Other duties as agreed with the PD and the CD.
- All managers are responsible for upholding and promoting Concern's values, demonstrating leadership on workplace equality, diversity and inclusion, and role modelling a positive safeguarding ethos.

- All managers are required to actively participate in any emergency response as and when required.

Role Holder Requirements:

Education & Qualifications Required:

Essential:

- At least three years' experience of managing and coordinating field-based operations, preferably integrated emergency response programmes in remote and fragile locations.
- Experience and ability to lead a multi-sectoral programme team of international and national staff working in a remote location.
- Familiarity and knowledge of finance, logistics and administration.
- Experience of monitoring and reporting of budgets across a programme and ensuring effective and accountable use of funds.
- Computer literate and sound knowledge of Word and Excel.
- Experience of working in challenging, insecure areas and willingness to travel to remote environments.

Desirable:

- Master's in development studies or sociology or any other development related study
- Understanding of sectoral coordination and priorities
- Experience in promoting community participation in programme design, implementation and evaluation
- Experience of institutional strengthening of government and local NGOs
- Experience of conducting emergency assessments and rapid response mechanisms

We encourage all eligible candidates, irrespective of gender, ethnicity or origin, disability, political beliefs, religious beliefs, sexual orientation, or socio-economic status to apply to become a part of the organisation. Concern is against all forms of discrimination and unequal power relations and is committed to promoting equality.

If this role sounds right for you, please apply with your CV and cover letter. We will respond to every applicant. Please be aware we may offer positions before the closing date.

If you have any concerns about our recruitment process and need particular assistance - for example if you have a disability e.g. a hearing impairment - please let us know and we will do our best to respond to your needs.

Important information:

Concern has an organisational **Code of Conduct** with three Associated Policies: The **Programme Participant Protection Policy, the Child Safeguarding Policy, and the Anti-Trafficking in Persons Policy** accessible [here](#). These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisations, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in their work, in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the safeguarding and protection of adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with adults and children are recruited by us for such roles. Consequently, working or volunteering with Concern may be subject to a range of vetting checks, including criminal background checking.

During this job application, you will provide Concern with your **personal data**. Concern takes its responsibilities towards this personal data very seriously and is committed to complying with all relevant data protection legislation.