

Job/Role Title : Project Coordinator Sudan
Grade : E
Responsible to : Senior Program Manager
Location : Khartum (Sudan) or Tunis (Tunisia)

Role Purpose:

The Project Coordinator is responsible for the implementation of WISH 2 activities in Sudan and reports to the IPPF Senior Programme Manager who is based at the IPPF Africa Regional Office(ARO) in Nairobi.

The Project Coordinator will coordinate the WISH2 project partners and stakeholder in-country (physical and remote) in the design and implementation of quarterly and annual work plans. The Project Coordinator will be responsible for the coordination of implementation of the program in the country between the different consortium partners and with important stakeholders such as government ministries, UNFPA, FCDO, and other agencies involved in the SRHR sector. Where possible, the Project Coordinator facilitates joint planning between the WISH Dividend partners, ensures consortium partners' work is aligned with the government policies and priorities.

The Project Coordinator will act as the focal point for communication with the UK Embassy in the country as well as key focal points within the Ministry of Health, and relay discussion with key hub team members as needed.

The Project coordinator will support on the programmatic and financial management of the project in collaboration with relevant IPPF Hub team members to ensure implementation of a performance by results efficient project and value for money spend according to the contract targets and donor compliance.

The Project Coordinator will support the operations of SFPA and other potential partners, facilitating activities, resolving and escalating problems, and acting as the interlocutor across all outputs of the WISH 2 programme.

The Project Coordinator will be responsible for facilitating in-country visits of the senior management team and other hub team members, FCDO field visits, and third-party monitoring visits.

Context of Role:

WISH 2 (Women's Integrated Sexual Health) is one of three components of the overarching WISH Dividend programme that is being procured by the UK Foreign, Commonwealth, and Development Office (FCDO). This programme is central to delivering the UK's priorities on empowering women and girls as set out in the International Development Strategy, the UK's strategic approach to sub-Saharan Africa and the International Women and Girls Strategy.

WISH 2 will be divided into two geographic Lots. IPPF has submitted a bid as prime for Lot 2 which covers Burundi, Ethiopia, Madagascar, Somalia, South Sudan, Sudan, and Zambia.

To implement and manage this project IPPF Africa Region requires a talented, dynamic and diverse team with broad experience in implementing global family planning and sexual and reproductive health (FP/SRH) programmes, commercial/ financial management expertise, proven contract management, and the ability to deliver on donor requirements including through a payment by results approach.

Deliverables:

The Project Coordinator will be responsible for the following key tasks:

- Support SFPA and WISH2 partners in the design and implementation of quarterly and annual workplans. Understand the trade-offs partners are making through in-depth understanding of the situation on the ground.
- Act as a strong point of contact/ link between SFPA, AWRO and WISH Hub team at ARO ensuring strong positive relationships between the three offices building strong relationships with key stakeholders.
- To support the adherence to key financial controls for the project, including budgeting, reporting, forecasting, procurement policy, travel policy, bank reconciliations and treasury management, to ensure donor and contractual compliant project finance management.
- Foster accountability for the timely completion of work products including relevant narrative and financial reports as agreed in the workplan.
- Coordinate and chair periodic i.e., biweekly/ monthly/ quarterly meetings to facilitate coordination and planning of key activities.
- To coordinate with the Commercial Manager the oversight of all projects financial processes and transactions, including the disbursements of funds, verification and approval of financial reports and appropriate spot checks.
- To support and build capacity in administration, budgeting and monitoring of projects.
- Troubleshoot problem areas including technical, operational, financial, and administrative as well as sharing progress, achievement, success stories, challenges, feedback, tools etc. Escalate problems to the Senior Programme Manager accordingly.
- To oversee annual client, exit interview process working closely with the MERL team in the recruitment, selection and mobilization of enumerators, collection of data and required country approvals.
- Support and facilitate WISH Hub, donor, and Third-Party monitoring visits.
- Conduct field visit to a branch office to review and support programmatic/ financial management functions, as well as monitoring field activities.
- Support short term technical assistance visits from consultants and project visits by other staff from IPPF and consortium partners.
- Act as the focal point for FCDO UK Embassy staff and the Ministry of Health and other stakeholders in country.
- Ensure compliance of partners with IPPF policies and procedures including Fraud, safeguarding and Code of Conduct. Breaches in compliance should be immediately escalated to the Senior Programme Manager. Act as the safeguarding focal point in country.
- Act as the focal point for security and other duty of care arrangements.
- Undertake any other reasonable duties as may be required from time to time.
- To become familiar with the Federation's Health and Safety Programme and Guidelines for using Visual Display Units. To do everything possible to ensure a healthy and safe working environment, including following instructions and guidance
- The candidate must demonstrate an understanding of and commitment to safeguarding in local and international context and demonstrate a willingness to sign and adhere to IPPF's Code of Conduct and Safeguarding Policies

Reporting/Management Responsibility:

- Technical supervision of Sudan Member Association technical/project team.

Expertise/Skills:

- Relevant experience working in health or development programmes in Sudan country with preferred experience directly implementing SRHR/FP and health programmes.
- Excellent project management and coordination skills and experience, particularly with regards to programme quality assessment, financial management, risk management, and donor compliance, with a proven track record in these areas.
- Proven experience in coordination and liaison roles for projects implemented by multiple partners.
- Proven experience in managing partnership with government bodies such as Ministry of Health, Ministry of Gender and with donors such as FCDO.
- Proven ability to manage multiple, complex and often competing tasks/projects.
- Networking skills and relationship building skills, and excellent abilities to collaborate effectively with a wide range of stakeholders in a multi-partner consortium.
- Outstanding written and verbal communication skills.
- Experience working in matrix organizations.
- Excellent interpersonal skills.
- Excellent verbal and written communication skills.
- Excellent project management skills including experience of reporting to donor agencies.
- Strong leadership skills including the ability to effectively engage a range of stakeholders.
- Excellent time management skills able to meet tight deadlines.
- Fluent English and Arabic essential. French an advantage.
- Excellent IT skills.

Your Ethos:

- Demonstrate an understanding of and commitment to safeguarding in a local and international context.
- Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others.
- An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice, including safe abortion.
- Supportive of people's rights regardless of sexuality or gender identity/expression and supportive of workers' rights and access to health care in sex work.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment. Anyone employed with IPPF agrees to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.