

For our office in DRC, Goma and Rubaya (50%/50%), the Johanniter-Unfall-Hilfe e.V. International Assistance, is looking for a

## Project Coordinator

1 Year Contract (with possible extension)



**Organisation Description:** Johanniter-Unfall-Hilfe e.V. is a German Christian non-governmental organisation, dedicated to excellence in the field of first aid, ambulance service, social service programmes and other projects in the medical and social field. Johanniter International Assistance (JIA) is the operational unit for humanitarian aid. The Federal Headquarters (HQ) is based in Berlin, Germany. Our Global Strategy 2027 focuses on three key working areas: emergencies, health and livelihoods, implementing and supporting projects with a specific focus on climate change and gender equality worldwide [www.thejohanniter.org](http://www.thejohanniter.org). Our commitment to a partnership approach and localisation agenda is based on mutual learning, respect and trust. We prioritise accountability, inclusivity and safeguarding in our work.

### Background

Johanniter-Unfall-Hilfe e.V. International Assistance has been active in DRC since 1995, with a focus on North Kivu since 2008. Its overall objective is to reduce mortality and morbidity by improving the health conditions and reducing vulnerability of IDPs and host population. In close cooperation with the Ministry of Health, interventions aim to improve the access to quality primary health care, to support the nutrition status of children under five, pregnant and lactating women and other vulnerable people (e.g. elderly people, people with disability, people living with HIV/AIDS, and survivors of SGBV) as well as improved access to water, sanitation.

### In a Nutshell

You will:

- Be responsible for the overall coordination, technical representation, and oversight, implementation, guidance, and quality of the projects: "Improving basic health, WASH and nutrition services for displaced people and local populations affected by conflicts in the provinces of North Kivu, DRC".
- Frequent travels to the field will be a requirement.

#### What you will do:

##### Strategy and Vision

- Support the values of Johanniter and shapes the work according to these values
- Together with the Head of Mission and Senior Program Manager (SPM), contribute to the development and implementation of the Johanniter International Assistance strategy in her/his area of responsibility
- Contribute to the development of the Johanniter Country strategic plan in cooperation with the SPM, Head of Mission and Senior Management Team as required
- Ensure project staff in the field office understand and apply the Johanniter global and country strategy, organizational core values, and procedures

##### Project Management

- Coordinate and supervise the implementation of the project "Improving Basic Health, WASH & nutrition services for displaced people and local populations affected by conflicts in the provinces of North Kivu, DRC", building community resilience in Katoyi and Mweso Health Zones
- Technical supervision and support to Johanniter programming activities (e.g. nutrition, health, WASH, Sexual and Gender Based Violence (SGBV))
- Ensure donor compliance and adherence to internal policies and guidelines and Ministry of Health
- Report to the Senior Management Team and other stakeholders; oversee the collection and reporting of data and statistics for all projects
- Ensure local procurement and purchasing within set guidelines and requirements
- Manage field office (teams, resources, assets & equipment, supervise staff)

### Project Development

- Recognise further needs in health, nutrition & food security, WASH, and protection, undertake assessments and support project proposals and local strategies in the area of health, nutrition, WASH, and protection

### Logistic, Finance and Administration

- Ensure that programs follow Johanniter systems and best practices
- Manage cash and ensure that transactions and cash management are in line with Johanniter procedures
- Liaise with the Goma office to ensure effective and timely systems support and collaboration for program implementation
- Develop transport and administration budgets for donor proposals and annual budget
- Oversee the finance function to ensure that all expenditures comply with Johanniter financial procedures and donor requirements
- With the SPM, ensure that cash flow forecasts and cash requests are submitted on time to ensure timely funds transfer
- Oversee vehicle fleet management and supervise logistics
- Supervise, recruit and evaluate staff under his/her supervision
- Responsible for field teams' security/security management in the field

### Communication and IT systems support

- Ensure that IT and communication needs are met and operational protocols are followed
- Ensure that all equipment communication is operational, used in accordance with communication policies, and required trainings are provided to staff on the use protocols

### Communication and Representation

- Represent Johanniter International when liaising with local authorities and partners, in coordinating with other NGOs, International Organisations, donors, etc.
- Ensure that key information is shared with the senior management team and the field
- Foster a positive and inclusive work environment dedicated to the core values and mission of Johanniter
- Ensure cross-departmental communication is efficient and effective through regular field management meetings
- Attend health, nutrition and protection cluster meetings or ensure that staff attend
- Support media and press work in conjunction with Johanniter communication team

### Staff and Partner Development

- Recruit and supervise national staff with the SPM, HR & Administration coordinator
- Ensure capacity building of local partner organizations and project-related staff

### What you bring:

- BSc or MSc degree in a relevant field (preferably in nutrition/public health/rural development...)
- 3 years' experience in project coordination in a humanitarian context/international development
- Experience in coordinating public health/nutrition/wash/livelihood/rehabilitation/protection projects incl. project accounting and managing donor funds (EU, UN, German Foreign Office and Ministry of Cooperation, etc.)
- Experience in conducting health and/or livelihood baseline assessments, (incl. SMART surveys);
- Experience in M & E, writing proposals and reports
- Experience in managing staff and capacity building
- Experience in working with international and national partners, donors, and other authorities
- Experience working in a similar/insecure context, able to work in a remote location
- Previous working experience in DRC desirable
- Management, project planning, organizational skills
- Strong analytical and communication skills
- Cultural sensitivity and team competence;
- Fluent in English and French
- Willingness to travel

### What we offer:

**Remuneration:** Competitive, attractive remuneration, in line with internal tariff and relevant previous experience

**Benefits:** 13<sup>th</sup> cheque; social security; annual leave; flexible working hours, friendly and appreciative working atmosphere

**If this is what you are looking for, please submit your application** via [hr.drc@thejohanniter.org](mailto:hr.drc@thejohanniter.org) (cover letter, CV, reference contacts of 3 former supervisors, job certificates if available), stating your earliest start date and Please indicate **"No 004/ADMIN-HR/JUH/2003-Project Coordinator DRC"** in the subject line of your e-mail.

**Deadline for applications: 17 June 2024**

**Interviews planned from: 09 July 2024**

Johanniter is an equal opportunity employer that values diversity, irrespective of cultural, religious, social background, gender, age, disability or sexual orientation. We encourage qualified females to apply (take out if not required).

Only short-listed candidates will be notified.

**We may start shortlisting before the closing date.**

Johanniter employees are expected to act according to our [Code of Conduct](#) as well as our Leadership Principles.

*Please note Johanniter requires **background checks (incl. criminal record and reference checks)** to protect the vulnerable and prevent abuse*

Information regarding the privacy policy for applications can be found [here](#)