

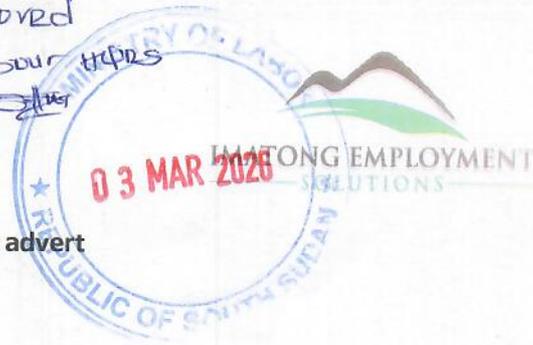


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APPROVED

Labour Affairs

Signature



Job advert

Position: Project Coordinator (WFP)

Duty Station: Juba 50%, roving to Maban, Melut, Maiwut, and other field sites as required 50%

Reports To: Deputy Country Director, Programs

Supervises: GFD Managers, County Nutrition Officers, BSFP Officers, and Commodity Officers

Overview

Imatong Employment Solutions (IES) is a South Sudanese human resource company, registered and operating in South Sudan since 2015. We are working together with Relief International to identify a qualified South Sudanese professional for the role of Project Coordinator (WFP).

Relief International is a leading non-profit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.

Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach – which we call the RI Way emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

Position Summary

The WFP Project Coordinator will be responsible for the overall management and coordination of all World Food Programme (WFP)-supported projects, including General Food Distribution (GFD) and Nutrition activities. The position will ensure effective project implementation, sound budget management, compliance with donor and WFP requirements, and timely reporting. The Coordinator will work closely with County Health and Nutrition Coordinators to ensure integrated and high-quality delivery of nutrition and food assistance programmes.

Key Responsibilities

Project Management & Implementation

- Lead the planning, implementation, monitoring, and reporting of all WFP-funded projects, including GFD.
- Ensure project activities are implemented in line with approved proposals, work plans, WFP guidelines, and donor requirements.



- Oversee day-to-day project operations to ensure timely and efficient delivery of food and nutrition assistance.
- Participate in donor proposal development.

Budget Management

- Manage project budgets and ensure efficient and compliant utilization of funds.
- Lead and participate in monthly Budget Versus Actual (BVA) meetings.
- Track expenditures, prepare budget forecasts, and address budget variances in collaboration with finance teams.

Donor Reporting & Engagement

- Prepare and submit high-quality donor and WFP narrative and monthly distribution reports within agreed timelines.
- Maintain regular communication and engagement with WFP project focal points and other donors as required.
- Support donor monitoring visits, audits, and reviews.

Coordination & Stakeholder Engagement

- Act as the primary focal point for WFP-supported projects.
- Work closely with County Health and Nutrition Coordinators to align project activities with county priorities.
- Participate in coordination meetings with government departments, WFP, UN agencies, and partners.
- Strengthen collaboration with local authorities and implementing partners.

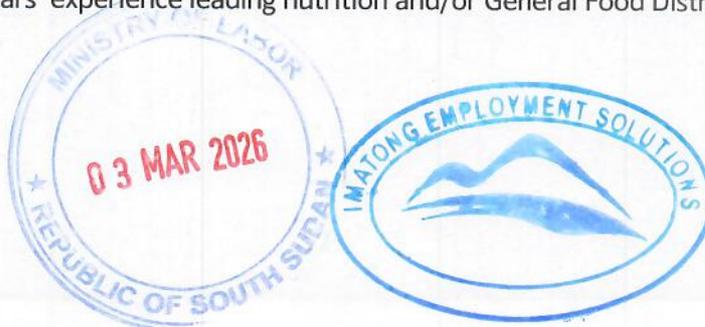
Monitoring, Evaluation & Compliance

- Ensure accurate data collection, documentation, and reporting of project indicators.
- Support monitoring, evaluation, and learning activities.
- Ensure compliance with WFP standards, humanitarian principles, and organizational policies.

NOTE: The role of the WFP project coordinator cannot be limited to the specific duties and tasks detailed herein. The success of the RI's humanitarian mission is the highest priority and all issues which arise must be addressed accordingly. Therefore, the project coordinator will be required to support in unforeseen issues and circumstances and remain flexible to perform other duties, as and when required by supervisor.

Qualifications & Experience

- Bachelor's degree in Agriculture, Nutrition, or a related field.
- Minimum of three (3) years' experience leading nutrition and/or General Food Distribution projects funded by WFP.



- Excellent project development skills.
- Demonstrated experience in managing WFP-supported programmes.
- Strong experience in donor reporting and compliance including the online platforms.
- Experience working with government health and nutrition structures at county level.

Skills & Competencies

- Strong project and budget management skills.
- Proven donor reporting and coordination experience.
- Excellent communication and stakeholder engagement skills.
- Strong organizational and analytical abilities.
- Ability to work independently and under pressure.

RI Values:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

Application Process

Interested South Sudanese candidates are asked to provide their current CV and cover letter expressing their motivation for applying and their relevant experience/expertise, and copies of academic certificates.

The applications are to be submitted to:

Online at <https://imatongemploy.com/job-application-form/> which can be also found at www.imatongemploy.com

Hard copies may be dropped to the Imatong Employment Solutions office in Thong Ping, Juba.

Please contact +211 921 277 383 for queries.

Applications will be reviewed on a rolling basis as soon as they are received. Interested candidates are strongly encouraged to apply as early as possible and no later than 20 March 2026 at 5pm.

We appreciate the time and effort all applicants invest in applying for this position. However, due to the volume of applications, only shortlisted candidates will be contacted.

RI is an Equal Opportunity Employer - EOE/M/F/D/V.

