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| **TITLE:**  Liaison Coordinator | |
| **TEAM/PROGRAMME: Administration Department** | **LOCATION: Sudan-RD – CO Port Sudan** |
| **GRADE**: 3 | **CONTRACT LENGTH: 1 Year** |
| **CHILD SAFEGUARDING:**  Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* the post holder will be working  in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check  will be required (at ‘standard’ level in the UK or equivalent in other countries). | |
| **ROLE PURPOSE:**  As a member of the Administration department team. The role is supportive of the Country Office Admin & lisiaon work with the Globla and Regional policies. Support the**CO office on** building effective relationships with local authorities. | |
| **Reports to:** Admin. Sn. Manager | |
| **KEY AREAS OF ACCOUNTABILITY :**   * **Payment**s:   Responsible to process payments and fees to the relevant government ministries including immigration department and Ministry of Labor and other relevant department contracted service providers and payments for all Admin initiated works except payments related to visas. * **Cash Advance**: Follow the process, receive, handle, and clear cash advance used for immigration and non-immigration affairs matters. * **Liaison Records:** Responsible to keep, in a user-friendly manner, the Liaison electronic and manual filing systems (soft as well as hard copies) and Archive files and documents (record retention). * **Arrangements of Events**: Responsible of arrangements of events permissions from HAC and other related authorities for workshops, meetings, and training etc.   **Visitors’ management**  ·         Opening the VIP lounge under CD directions.  ·         Follow visitors form completion and proper updated trackers on monthly bases.  ·         Support the**CO office on** building effective relationships with local authorities including Federal HAC departments and other line ministries.  **Annual Registration Renewal**  ·         Support theon the yearly annual registration  ·         Follow with relevant department the required documents for the registration renewal as appropriate.  **Immigration Procedures**  **Support on the following:**   * Obtain appropriate /Initial Work Permits/Final Work permits (to all international staff) – (Quarterly reports) and Entry visa to international staff, visitors and consultants as required. * Obtain Residence visas (all international staff and visitors) according to HAC regulations and procedure – (Quarterly reports). * Obtain Exit visa (national staff) – (weekly update reports * (International staff) as required – (Weekly update reports) * Obtain travel notifications and travel permits as required. (Weekly update reports | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * widely shares their personal vision for Save the Children, engages and motivates others * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * values diversity, sees it as a source of competitive strength * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | |
| **QUALIFICATIONS**   * At least Bachelor in Management | |
| **EXPERIENCE AND SKILLS**   * Previous experience of working in as administrative and liaison role. * First-rate organizational skills with a strong eye for detail and the ability to priorities’ effectively whilst working to tight deadlines. * Experience of working in remote field bases with limited infrastructure * Good attention to details. * Attention to details. * Strong customer orientation and ability to work. * collaboratively with HR colleagues Excellent interpersonal and communication skills * Excellent skills on Microsoft Excel/Word. * Understanding staff care for humanitarian staff, in particular approaches to welfare, stress, R&R and debriefing. * Good facilitation skills and ability to deliver induction briefing/training. * Strong communication (written and spoken), and interpersonal skills in English, with experience in managing multicultural teams. * Experience of a range of assessment techniques (including assessment centres) | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | |