



**VANCANCY**  
**POSITION: PROGRAMME MANAGER**

**Position Type:** National Staff, **position open to only South Sudanese nationals**

**Location:** Juba, South Sudan with potential field visits

**Work Station:** Secretariat Office, Concern Worldwide Compound

**Reporting to:** NGO Secretariat Director

The South Sudan NGO Secretariat coordinates the efforts of the NGO Steering Committee as voted representatives of the South Sudan NGO Forum, which currently includes over 77 international member agencies and 164 national member agencies. The NGO Secretariat exists for the purpose of coordination, information sharing, advocacy, policy/position paper production, government/donor/UN engagement and engagement on other vital issues regarding humanitarian relief, recovery and development.

The South Sudan NGO Secretariat is looking for suitable candidates to fill the position of **PROGRAMME MANAGER**.

**Job purpose**

The Programme Manager will work with Secretariat's units and other staff to deliver the Secretariat's portfolio. The post holder will be accountable to the Secretariat Director for the effective programme and financial management of the Secretariat portfolio. The job will also involve supervision and management of the Office administrators and drivers.

The Programme Manager will supervise and oversee the work of the Administrative Officer and the other administrative support staff (Receptionist and Drivers).

The NGO Secretariat Program Manager supports the work of the NGO Forum through the following key tasks:

**Main duties and responsibilities**

**Programme / Project Management**

1. Support the Director in effective programme management and delivery of Secretariat projects in line with agreed priorities and targets.
2. Lead the writing of Secretariat's reports to donors as required and support the writing of proposals to donors.
3. Lead M&E of key deliverables of the different units of the Secretariat.
4. Ensure Secretariat's team compliance with programme management rules to facilitate sound programme and financial reporting, accountability and transparency.



5. Ensure timely procurement of services, communicate regularly with suppliers and partners ensuring that they provide relevant and timely data and reports to allow the Secretariat to monitor contracts and other agreements/arrangement against budgets and delivery;
6. Lead Secretariat's financial management including timely sharing of financial portfolio reports to the Secretariat Director; working closely with the Finance Team of the NGO Forum's hosting organisation and to create and regularly update realistic spending profiles over the financial year; and to ensure accurate budgeting and forecasting for the Secretariat;
7. Apply risk management strategies across the Secretariat taking into account potential fraud, operational and strategic risks, and appropriate action to mitigate against risks. Manage appropriate due diligence and anti-corruption or fraud measures across the Secretariat.
8. Manage relationships with contractors, implementers and partners professionally and effectively to ensure the value for money, and to minimise fraud, inefficiency and waste;
9. Support the Secretariat Director in monitor Secretariat's services delivery including reporting timeliness and ensure that log frames are up to date.
10. Ensure all necessary documentation to formalise and amend commitments and that all payments are prepared, approved and filed.
11. Participate in Secretariat's performance reviews and preparation of progress and review reports.

#### **Office Management**

1. Handle routine internal and external queries related to NGO Forum's work.
2. Represent the NGO Forum Secretariat at relevant meetings and report them.
3. Foster work culture within the Secretariat that enables strong team working and fully integrates national and international staff into Secretariat's work and support work life balance.

#### **Office Policy and corporate management:**

1. Oversight of Office Administration including compliance with the Host Agency HR Policy and Financial Systems, quality control and other corporate financial returns and checks.
2. Supervise Office Administrative Support Team (Administrative Officer, Receptionist and drivers).
3. Lead in implementing Secretariat's Human Resource policies and procedures.
4. Contribute information and compile high quality first drafts of replies, briefing, and correspondence within assigned deadlines.
5. Provide timely and accurate contributions to Secretariat's corporate reporting as required.
6. Proactively facilitate the sharing of information between Secretariat and partners.
7. With the Security Team lead the Secretariat's the Secretariat office safety regime and assist the Security Focal Point and Deputy Security Focal Point with crisis management.
8. Provide support requested by the Secretariat Director.

#### **Experience and Qualifications:**

1. Must be South Sudanese national.
2. Minimum of five years of progressive professional experience working with UN, NNGOs, INGOs and/or Donor agencies preferably including work in insecure environments.
3. Undergraduate degree in administration/management, social sciences, or other relevant field; master's degree preferred.



4. Experience in project/program management as well as in finance and procurement, strong understanding of systems and tools for financial planning and budgeting (including excel), and results monitoring;
5. Demonstrated leadership and management skills.
6. Significant understanding of complex relationships between NGOs, governments, and UN agencies.
7. Ability and experience in working with Government, multi-lateral agencies, civil society organisations and development partners to identify problems/obstacles and develop/implement practical solutions.
8. Team working; ability to engage other staff in government and other donor relations, that they are effective in networking and negotiations.
9. Flexibility, multitasking, effective prioritising work, focus of deadlines, focus on details, excellent attention.
10. Focus on details, excellent communications skills including in writing.
11. Fluency in written and spoken English.

The post holder will have line management responsibilities and if so will need to demonstrate an ability to manage staff effectively.

#### **HOW TO APPLY**

1. Interested Candidates are requested to submit their Applications, Updated CVs and scan copy of their nationality ID to: **HR Department, NGO Forum South Sudan Juba Head Office Airport Road ,Tongping NOT later than 5 MAY 2018 or Email it to: [vacancies.juba@concern.net](mailto:vacancies.juba@concern.net)**
2. The position is open only to South Sudanese national.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.

