



Temporary Projects Delivery Manager - Vacancy

The British Council is the United Kingdom's international organisation for cultural relations and educational opportunities, working in over 20 countries in sub-Saharan Africa. Our purpose is to build mutually beneficial relationships between people in the UK and other countries and increase appreciation of the UK's creative ideas and achievements.

We are looking for a well-qualified, professionally confident, self-motivated, committed and flexible team player to join our team based in *Juba, South Sudan*. The Temporary Projects Delivery Manager works to effectively manage the British Council Schools Programme while providing minimal administrative support to the rest of the team.

Job aim: *To manage selected programmes for the British Council in Southern Sudan and to contribute to the achievement of British Council objectives through the planning, management, delivery and evaluation of country, regional and global products and services. To support the direct and indirect delivery of a portfolio of large scale and local projects, increasingly through partnership key accounts, to meet the British Council's objectives and targets and partner expectations in South Sudan.*

Duties:

- Project Delivery: To manage the Horn of Africa Leadership and Learning for Action (HOLLA) and Connecting Classrooms projects and provide support for other projects and organize events to a high standard and within deadline.
- Financial administration: To provide financial support to the resources manager, including raising of purchase orders, getting quotes from suppliers, tracking payments and correcting mis-postings.
- Scorecard: To administer our monitoring and evaluation tool called Scorecard. Collect and record all data within deadline and according to corporate standards.
- Marketing and Communications: To ensure that projects are marketed to the highest standards in print (press, publications), digitally (websites, social media, TV, radio) and at events (conferences, workshops, meetings).
- Other administration work: As required.

Desirable technical and generic skills and experience

- Knowledge of computer software packages such as Microsoft Office
- Project and Contract delivery
- Relationship building
- Flexibility
- Team working

Essential competencies

- University Degree, postgraduate qualification is plus
- At least 2 years relevant (project management) working experience in reputable, client focused organisations.
- Excellent written and spoken English language skills
- Understanding of Arabic or Juba Arabic is desirable

Terms of employment: 6 months temporary contract, renewable

A detailed role profile/person specification for the post can be obtained from our office or upon request. Application documents (C.V and cover letter) should be submitted to the address below by **18th of January 2016**.

info211@sd.britishcouncil.org or British Council Office in Kololo Road, Tongping, Juba – South Sudan.
HANDWRITTEN APPLICATIONS WILL STRICTLY NOT BE ACCEPTED.

Only short-listed candidates will be contacted.

The British Council is committed to a policy of Equal Opportunity and welcomes applicants from all section of the community. We guarantee an interview to disabled candidates who meet the essential criteria

www.britishcouncil.org

We are registered in England as a charity