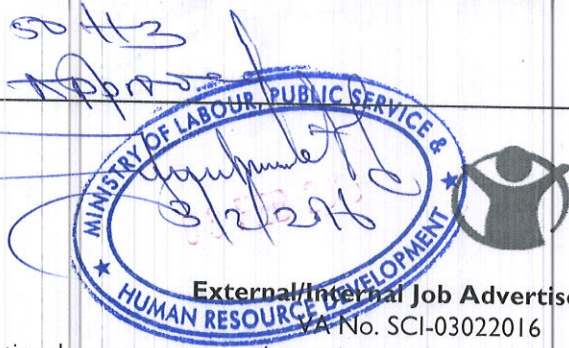


03<sup>rd</sup> February 2016



**Save the Children**

**External/Internal Job Advertisement**

VA No. SCI-03022016

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit:-

**Job Title:** CRG Economic Governance Project Manager (1 post)  
**Location:** Rumbek, with 40% of his/her time in Malualkon & 20% in Juba  
**Reports to:** Area Program Manager,  
**Contract Period:** 11 Months

**JOB PURPOSE:**

The CRG Economic Governance Project Manager will facilitate all aspects of the CRG Economic Governance programme at national and field level to support project activities. It is expected that the post holder will use the experience gained to progress within the management structure. To this end, she or he will together with the Technical Advisor, be actively involved in the design, implementation and evaluation of CRG economic governance projects. She or he will have a solid knowledge base of operations and budget management as well as the development of concept papers and proposals.

The post holder will assist the Project Officer to develop all aspects of economic governance work, integrating cultural and contextual sensitivity with organizational policy and recognized best practice. In addition, he or she will co-ordinate positive interaction and ideas exchange between CRG projects in different locations, SCISS other sectors, local authority/government, international organizations and CSOs working in economic governance

**KEY AREAS OF RESPONSIBILITY:**

**Project development**

- Assist the Technical Advisor in developing an understanding and application of the SCI policies in the field, through training, discussion, the development of appropriate procedures.
- Act in an advisory role to Project Officer and Partners working in economic governance
- Assist the TA to ensure that child rights' programming is incorporated in to the everyday work of field teams through capacity building, mentoring and individual work with Project Staff, partners and other field staff.
- Work together with TA to co-ordinate the gathering of information from children, communities, national and international NGOs at field and national level to inform the Global Impact Monitoring process and to ensure appropriate development of the Economic Governance Programmes.
- Contribute knowledge and expertise to the development of new concept papers, project proposals and budgets.

**Planning and coordination of the implementation of project plans**

- Facilitate project planning meetings both in Juba and in the field
- Liaise with other Project Managers and Project Officers from other sectors in the field in order to achieve maximum integration of projects and to further the aims of economic governance programming.
- Anticipate the supply needs of the projects and submit timely order requests for all project supplies needed so that procurement can be initiated and supplies delivered on time.
- In co-ordination with the Project Managers in other sectors, monitor the inventories of project supplies in the field and report these to Field manager
- Ensure that proper supplies procedures are followed and all materials are being used for their intended purpose.
- Ensure that Project staff prepare, monthly reports and movement plans are submitted in time.
- Review work plans on a regular basis together with Project Officer, and review their adherence to these.
- Ensure that capacity of partners involved in the implementation of this project is built and work closely with them for the effective and timely implementation of the project

**Project budget management**

- Assist the Field Manager to gather accurate field information on particular activities for the development of new projects.
- Work together with Field Manager to develop, adjust and code (in FBS) new donor budgets
- Monitor the implementation of grant budgets, keeping the Project implementation staff informed.
- Review financial report and ensuring any corrective actions are taken
- Budget management training.

### **Representation and advocacy role**

- Ensure SC participation at national, State and field level in initiatives on economic governance perspective and economic governance issues are incorporated in to these.
- Feedback on these to all sectors at area Management level.
- Liaise with other agencies at the national, State and field levels to ensure the monitoring and reporting of economic governance activities
- Assist economic governance staff to maintain good working relationship with community leaders, local authorities, national and international NGOs in the field and where applicable maximize collaboration with them.
- Advocate to government and community on economic governance related issues
- Liaise with Ministry of Gender, Child and Social Welfare and PLGC on economic governance issues
- Facilitate SSPLGC to conduct Parliamentary budget hearing
- Support CSOs and Children to participate in Budget Sector Working Groups

### **Staff development and management**

- Conduct staff supervision.
- Identify staff training and capacity building needs and factor this into staff capacity development
- Work with staff to prepare and facilitate mid-term and annual staff appraisal reviews and ratings for Project staff
- Play an active role in the area team management.
- Roll out the CO MEAL plan at the project level using the appropriate tools and templates
- Facilitate staff training to ensure adequate capacity exists to deliver the project

### **General**

- Due to the nature of the programme's work and the situation in South Sudan, these responsibilities may change and will be regularly reviewed under our appraisal system.
- The responsibilities of this post may require the post-holder to have one to one contact with children or young people.
- Comply with all relevant Save the Children policies and procedures with respect to health and safety, security, equal opportunities and other relevant policies.
- Carry out the responsibilities of the role in a way which reflects Save the Children's commitment to safeguarding children in accordance with the Child safeguarding /Protection Policy

### **SKILLS AND BEHAVIOURS (our 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 others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

#### **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

### **QUALIFICATIONS AND EXPERIENCE**

#### **Essential**

- Degree in Social Science, Community Development, Economics, Education or related field
- At least 3 years of relevant working experience as a Project Manager in governance and economic development aspects
- Experience in working with Civil Society Organizations involved in Children's Rights
- Ability to understand and incorporate child friendly approaches in project planning, monitoring and evaluation in order to maximize children's' participation in decision making processes
- Good networking and coordination skills
- Ability to work under pressure and adverse situations and readiness to travel to field areas

- Experience and understanding of Monitoring and Evaluation systems.
- Experience in promoting children's and youth's participation in programme design, implementation monitoring and evaluation
- Ability to undertake basic research and also interpret and use research results to improve programme effectiveness and quality.
- Good communication skills, both oral and written
- Good report writing skills
- Computer literate-at least Microsoft Excel, Word and power point
- Commitment to realizing children's rights
- Ability and willingness to be mobile

#### **Desirable**

- Ability to work independently with minimal supervision
- Must be Innovative and creative
- Willingness to travel to remote locations
- Ability to work within the context of a challenging/fragile context such as Lakes State
- Understanding of child protection issues and of the impact of violence and displacement upon children and communities.
- Ability to speak Arabic and other local languages to facilitate community and other sessions.
- A good level of physical and health fitness

#### **Child Safeguarding and Code of Conduct:**

Because Save the Children's work is based on deeply held values and principles, it is essential that our commitment to children's rights and humanitarian principles is supported and demonstrated by all members of staff. Save the Children's Child Safeguarding Policy and Code of Conduct set out the standards which all staff members must adhere to:

#### **FURTHER INFORMATION & HOW TO APPLY**

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Nationality ID, Academic documents & relevant certificates.

*The position must be clearly indicated in your subject-line or envelop.*

**Deadline** for receiving applications is **22<sup>nd</sup> February, 2016 by 4:00 PM** via email at: [jobs.southsudan@savethechildren.org](mailto:jobs.southsudan@savethechildren.org)  
**Or** hand delivered to the nearest Save the Children Office.

#### **Please note that:**

- This position is open to South Sudanese nationals only.
- Female Candidates are encouraged to apply!
- Only candidates who meet the selection criteria will be contacted.