

**SMECOSS**

**(Small and Medium Entrepreneurship Capacity Building Consult South Sudan)**

***EMAIL****:smecossltd@gmail.com*

[*administration@smecoss.com*](mailto:administration@smecoss.com)

**Vacancy Announcement**

**Position: – Program Development Manager**

|  |  |
| --- | --- |
| **Organization** | SMECOSS**,** [www.smecoss.org//jobs](http://www.smecoss.org//jobs) |
| **Position Title** | Program Development Manager |
| **Position Location** | Juba |
| **Reporting to** | Managing Director |
| **Starting date** | **Immediate** |
| **Closing Date** | **27th January, 2016 and Deadline 15th February. 2016** |

**Context**

**SMECOSS** is a registered Institution, established in 2009 by South Sudanese professionals in entrepreneurship, Microfinance and Community Development. It was registered with the Ministry of Legal Affairs and Constitutional Development in the Government of Southern Sudan. It is also licensed by International Finance Corporation (IFC) to carry out specialized capacity building trainings in South Sudan.

**MAIN PURPOSE OF THE JOB:**

Structure and, manage the growth of the Organization, expand the market reach and improve resource generation.

**DUTIES AND RESPONSIBILITIES:**

The Programs Development Manager will be reporting to the Managing Director in the performance of the following duties:

1. The Program Development Manager will be responsible for guiding the overall resource mobilization strategy for the Institution including:-
2. Ensuring the growth of the business in tandem with agreed targets.
3. Spearheading policies for attraction new clients.
4. Designing strategies for partner retention.
5. Ensuring quality improvements in service provision and delivery.
6. Conducting market research and recommending to Management appropriate intervention measures.
7. Spearheading the soliciting, design and implementation of the resource mobilization plans.
8. Coordinating sales promotions.
9. Coordinating and supporting the implementation of projects in the Organization to ensure value for money and compliance with relevant regulations and protocols.

1. Coordinating and leading the department including:
2. Taking responsibility for the overall performance of the department.
3. Supervising staff of the department.
4. Representing the department in meetings and other fora.
5. Drawing the budget and work plans of the department.
6. Providing guidance and support to contracts management.
7. Providing support to business related procurements.
8. Coordinating business growth and expansion projects.
9. Supervising Staff engaged by the Organization to execute business development related tasks.
10. Managing the Department business including:
11. Ensuring that the department achieves its goals and financial targets.
12. Scanning the local and external environment for business opportunities and conducting market surveys to determine business trends.
13. Net working with other organizations to enable the institution to develop strong institutional partnership.
14. Setting performance standards for all staff engaged in business expansion programs, and establishing procedures and strategies for undertaking new business.
15. Managing or coordinating business projects undertaken by the Institution.
16. Mentoring staff and promoting their skills development.
17. Writing quality reports.
18. Performing other duties as may become necessary for the smooth running of the Department or SMECOSS as a whole.

**Skills and Qualifications**

1. A minimum of Degree/Masters in Business Administration or an equivalent.
2. A minimum of 3 years’ experience – experience in South Sudan will be an advantage
3. Experience in Program development management position is key
4. Excellent at communicating both with clients and Striders.
5. Always open to criticism and ideas. You solicit feedback often and react calmly to criticism or negative feedback.
6. Demonstrated ability to manage processes and maintain accurate records
7. Demonstrated effective organizational skills and ability to handle work in a timely manner
8. Plan efficiently, focus on key priorities and don’t let things fall through the cracks.
9. Have outstanding written and verbal communication skills, can craft winning proposals, write persuasive emails, and have engaging in-person discussions.
10. He/she is able to convince others to pursue a course of action.
11. Demonstrated ability to coordinate tasks to meet deadlines
12. Ability to work in a multi-cultural, multi-ethnic environment with respect for diversity
13. Experience and skills in the use of software programs such as MS Word, PowerPoint, Excel

**Application Process**

Applications should be address to [humanresource@smecoss.org](mailto:humanresource@smecoss.org) and copy [projectoffice@smecoss.org](mailto:projectoffice@smecoss.org) , [teamleader@smecoss.org](mailto:teamleader@smecoss.org) or drop a hard copy to HR and Administrative Officer SMECOSS Juba. The selection committee will review all applications as they are received. All applicants must meet the minimum requirements described above, and those unable to meet these requirements will not be considered. **SMECOSS is an equal opportunity employer.**

**This position is for south Sudanese nationals and qualified women are strongly encouraged to apply.**

Each application should include the following:

* Cover letter including the applicant’s suitability for the position and current contact information
* CV, including detailed work experience, education and other Certificates
* Professional references (minimum of three, with complete contact information)

Application Start **27th January, 2016 and Deadline 15th February, 2016**

We are located at Munuki - Hai Kuwait Bilpam Road opposite Rambo playground.