

**JOB ADVERTISEMENT****CIVIC INCLUSION PROJECT MANAGER (South Sudanese nationals only)**

Date of publication: **Monday 18th May 2016**

Deadline for applications: **Wednesday 8th June 2016**

Place of work: **Juba**

Weekly hours: **40**

Schedule: **Monday to Friday from 8:30 am to 5:30 pm including 1 hour lunch break**

Contract duration: **06 months (extendable)**

Joining Date: **1<sup>st</sup> July, 2016**

**STAKES OF THE POST**

Based in Juba, the Project Manager, under the supervision of Operational Coordinator, will ensure the efficient management of the project ***“Multi-stakeholder approach to an inclusive and equal society in South Sudan”***. The Transitional Constitution of South Sudan, provides equality of rights to all citizens. A first National Disability and Inclusion Policy of South Sudan has been approved by the Government in 2015-16. The document provides a sound direction for all stakeholders on how to overcome multiple barriers at policy, service, community and governance levels towards an inclusive South Sudan. The aim of the policy is to contribute to a development of South Sudan, where all, men and women, boys and girls with different disabilities can take part in the further development and reconstruction of the country.

This project is to support the efforts in disability inclusion within the different systems of 3 states by supporting the dissemination of the Disability and Inclusion principles agreed with south Sudanese actors. A main focus rests on developing the capacities of stakeholders to mainstream disability in their development efforts according to the main orientations promoted by HI with the local actors.

Total duration of the project is 36 months and started in March 2014 with a total budget of 1,200,000 Euro and funded by the European Commission (75%) and Handicap International's own funds (25%).

The project is being implemented in Juba-Central Equatoria State, Torit-Eastern Equatoria and Bor-Jonglei States in close collaboration with three Disable People Organizations and four Self Help Groups with a flexibility according to emergencies.

**OBJECTIVES OF THE POST**

Under the direct responsibility of the Operational Coordinator, and in close coordination with rest of the HI team, relevant technical advisers, the Project Manager will

- Ensure implementation of the strategy of intervention of the project and related operational modalities and tools implementing activities and achievements of the result and indicators as indicated in the project proposal and logical framework;
- Effectively manage the team under his/her responsibility through regular meetings, coaching and development of individual action plan;
- Ensure implementation of all activities following quality and technical standard and if necessary, proposes adjustment or improvements to meet the objectives;
- In coordination with the support service department, ensure correct follow-up of the finance, administrative and logistic aspects of the project, monitor the project budget and to follow up the expenses;
- Regularly report on project activities (statistic, review monthly achievements etc.) as requested by the Operational Coordinator, the Program Director and the Technical Advisor.

**Responsibility 1: He/she is responsible of the effective implementation of the project on a result-based approach.**

- In coordination with project team and partner organizations, project manager develop, review and update of project action plan and the M&E system;
- Ensure proper planning and implementation of the project activities to achieve results timely and in quality in gender, age and disability sensitive manner;
- Review and follow-up of capacity building plan for partners organizations and organize capacity building events for all partners and monitor the progress of capacity building initiatives;

- In coordination with HI's support service department coordinators/managers, and the partners' office, efficiently and effectively manage the project's procurement, budget and finances;
- Mentor, coach, supervise and arrange further learning for HI staff and partner staff to achieve the project objectives;
- Facilitate the establishment and maintenance of effective, smooth, result based and respectful collaborations and project agreements with project partners about all implementation and monitoring of project activities;
- Facilitate participatory project evaluation and support missions, and implement the recommendations/findings in form of lessons learned and best practices;
- Ensure good work relationships with local authorities, be proactive to arrange regular information exchange;
- Contribute to the data collection and analytical framework set up for developing and/or monitoring the strategy.

**Responsibility 2: He/ she is responsible of the good management of the project team**

- Prepare job descriptions and validate recruitment of project team members;
- Prepare Individual Action Plans of each project staff member for reaching defined goals and evaluate the same;
- Train the team, if necessary, on the methods, technical aspects useful for the project implementation;
- Establish mechanism for distance management of project team those are based in different locations/states;
- Plan, prepare and organize regular team meetings;
- Ensure strict application and respect of the Internal Rules and Regulation by her/his related staff taking into account the specific context of the South Sudan mission (security, social life, leaves, etc.).

**Responsibility 3: He/she is responsible of the technical quality of the project and the documentation of experiences and good practices**

In collaboration with HI technical advisors:

- Develop and manage a realistic, gender, disability-sensitive, and context-specific technical framework;
- Ensure project's outputs are consistent with the log-frame and that they are of high quality;
- Identify technical resources or skills that can support achieving good quality results;
- Ensure results and methods of the project are represented in sectoral working/cluster groups;
- Identify issues and thematic for documentation, sharing and innovation in collaboration with partners;
- Define methods and necessary tools to document good practices / lessons learned generated during project implementation;
- Collect and analyse all necessary M&E data and monitor indicators;
- Share, and engage partners on achieving, communicating and monitoring results.
- Timely finalize of all publications based on project plan and ensure proper validation from technical advisors.

**Responsibility 4: He/she is responsible for reporting updates and progress of activities:**

- Write activity reports and donor reports;
- Facilitate regular reporting on your activities to the Operational Coordinator upon his/her solicitation (coordination meeting, workshop meeting, etc.);
- Participate in the development of monthly information Sheet (MIS) by providing relevant data related to your project;
- Provide a technical and other report on need basis for internal project requirements or authorities;
- Facilitate team for capturing good practices and prepare articles for HI internal newsletter.

**Responsibility 5: Representation and proposal development**

- Represents Handicap International in the project area with any relevant stakeholders, local, national and international partners, local and provincial authorities in order to facilitate the implementation of project's activities
- Upon need based and request by Operational Coordinator to ensure ad hoc additional representation with other cluster, working group meetings and meeting with donor agencies.
- Contribute in development of concept notes and project proposals

**PROFILE SOUGHT**

|                            | <u>Essential</u>  | <u>Desired</u>   |
|----------------------------|---|--|
| <b><u>Diploma(s) :</u></b> | Advance Degree in Social Development Studies / Political Science / Project Management | Degree in Business management/Public Policies and Development; Disability Studies and Development, Gender studies, Sociology, International Relations or similar |

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|---|--|--|
| <p><b><u>Experience:</u></b></p>          | <ul style="list-style-type: none"> <li>- At least three years experience working with NGO and Civil Society</li> <li>- At least two years experience in project and team management</li> <li>- Experience in providing support to partners and in particular senior government authorities</li> <li>- Experience in conflict, protracted crisis, under-resourced contexts</li> <li>- At least 2 years experience working on projects involving gender, human rights, minority or disability issues from an inclusion perspective</li> </ul>  | <ul style="list-style-type: none"> <li>- Knowledge of security management</li> <li>- 1-2 years experience in livelihoods and social work in resource poor settings;</li> <li>- One year experience in facilitating organizational change</li> </ul>                                  |
| <p><b><u>Competencies:</u></b></p>        | <ul style="list-style-type: none"> <li>- Knowledge of methods for the facilitation of social inclusion, local planning processes and participation in decision making and regional planning processes;</li> <li>- Experience in organizational capacity development of local partners;</li> <li>- Solid experience in facilitating processes of community mobilization, awareness raising and advocacy;</li> <li>- Rights based and participatory approach to work with community based organizations;</li> <li>- Excellent written and oral English communication skills; excellent writing skills especially in the preparation of official documents and reports</li> <li>- Excellent interpersonal skills and demonstrated ability to work in a multicultural, multiethnic environment with sensitivity and respect for diversity</li> </ul> | <ul style="list-style-type: none"> <li>- Knowledge of community mobilization and social work</li> <li>- Experience in working persons with disabilities and DPOs.</li> <li>- Experience in Human rights promotion and/or gender mainstreaming on local and national level</li> </ul> |
| <p><b><u>Personal qualities :</u></b></p> | <ul style="list-style-type: none"> <li>- Focused, field-work oriented, patient, constructive, flexible, diplomatic, fast learning, open, persistent, and has proven negotiation and conflict-resolution skills</li> <li>- Proven organizational and planning skills with attention to details</li> <li>- Should enjoy challenging environment and have capacity to balance and compensate stress;</li> <li>- Able to work with diverse personalities from various cultural and social background in a partnership approach;</li> <li>- Strong leadership and people/team managements skills.</li> </ul>  | <ul style="list-style-type: none"> <li>- Capacity to work successfully with persons with disabilities in resource-poor settings;</li> <li>- Capacity to cope with intense life and work context;</li> </ul>  |

**How to Apply**

Qualified candidates are invited to submit their applications at the

Mr. Henry Edward  
 Admin/HR Assistant  
 Federation Handicap International  
 Hai Neem, opposite Holiday Hotel, Juba, South Sudan  
 Email: [jub.adminofficer@hi-sudan.org](mailto:jub.adminofficer@hi-sudan.org)  
 Before the closing date indicated above.

Application should consist of a typed CV and cover letter explaining why you consider yourself suitable for this position and providing a valid email and telephone contact.

Due to the expected volume of applicants, only shortlisted candidates will be contacted.

Application documents, once deposited will not be returned to applicants.

Applicants are advised **not** to include any original documents in their application. Federation HI will not be held responsible for the loss of such documents.

Applications not meeting the minimum qualifications or received after the expiry date of this Vacancy Notice shall not be considered. If you have not heard from the employer in two weeks from the closure date of this Vacancy Notice please consider your application as unsuccessful.

HI would like to thank all applicants for their interest.

Applications can be delivered to our office before **8<sup>th</sup> June, 2016, 5:30 pm** (South Sudanese time), stating clearly address and contact information

Deadline for applications on and the position will be fulfilled based on funds availability

**Handicap International is an equal opportunity employer and particularly welcomes applications from persons with disabilities**