



SAVE LIVES INITIATIVE - SOUTH SUDAN



Saving & Transforming Lives and Livelihoods

JOB ADVERTISEMENT

Position Title:	Mine Risk Education/Child Protection Project Manager
Reporting to:	Executive Director
Duty Station:	Juba based, South Sudan
Post grade	A3
Employment period	01st January - 30th October 2018
Date of posting	27th November 2017
Application deadline	07th December 2017

Introduction

Save Lives Initiative South Sudan (SLI – SS) is a non-profit, non-government humanitarian organization committed to saving and improving lives of people less privileged in the Republic of South Sudan, through participation and empowerment. It was established in Yei County, former Central Equatoria State currently known as Yei River State and was registered in 2011 under the Southern Sudan NGO Registration Act 2003 and NGO Act 2016 respectively. Registration number 718 RRC. As from formation, SLI – SS have grown into a vibrant organisation working with a range of people across multiple sectors/clusters. SLI - SS implements programmes in various sectors, providing to the needs of vulnerable communities. The organization believes that there is no simple solution to eradicate poverty. As such, in order to overcome poverty, it is necessary to address the range of issues that poor people face on a daily basis. Tackling issues in an integrated, sustainable manner, SLI – SS aimed at improving quality of life of most vulnerable people of different communities in the Republic of South Sudan.

SLI – SS mainly focusing on Protection that includes Child protection, GBV & Mine Action (Mine/ERW Risk Education), Peace building, youth empowerment, WASH & distribution of NFI to vulnerable communities & IDPs.

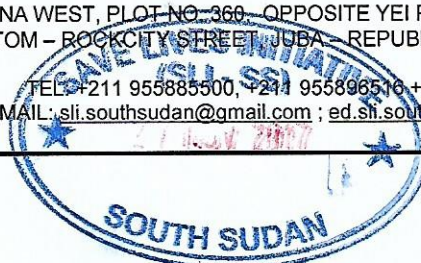
SLI – SS through its funding from UNICEF is looking for a suitable candidate to fill the position of Mine Risk Education Project Manager to be based in Juba, South Sudan with frequent travel to Terekeka State and other locations as directed by the Executive Director.

Position's Overall Objectives

The position is expected to give a substantial contribution to the successful implementation of SLI - SS's MRE project in Terekeka State, Torit & Nimule (Imatong State) as well Bentiu, Mayom, Leer, Bor & Yei.

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The MRE/CP Project Manager has responsibility for management, implementation and reporting of MRE activities within the team as directed by the Executive Director

Position's Specific Objectives/ Responsibilities and tasks.

- ❖ Contribute towards the promotion and adherence to SLI – SS Purpose, Core Values and MRE standard Operating procedures.
- ❖ Undertake all activities in accordance with internal management systems, operating procedures and policies, and monitor field-based work to maintain compliance.
- ❖ Monitor the humanitarian situation in the project area, making detailed reports with recommendations to the management team regarding community needs, vulnerabilities / capacities and appropriate responses.
- ❖ Supervise and undertake participatory needs / vulnerability & capacities assessments of affected communities, ensuring active participation from beneficiaries.
- ❖ In collaboration with community representative, undertake detailed analysis and design appropriate project interventions to meet identified needs and strengthen local capacities.
- ❖ Prepare detailed project proposal submissions (including budgets) for funding
- ❖ Manage and implement project interventions to achieve project outputs and objectives, including monitoring and mid-term reviews in accordance with SLI - SS and donor requirements.
- ❖ Participate in project evaluations and assist in the analysis of results to assess project impact and effective use of resources.
- ❖ Ensure the timely compilation of situation updates, project and monthly narrative reports for field and Head Office management, in accordance with required reporting formats
- ❖ Manage detailed project budgets in fulfilment of specified activities, outputs and objectives.
- ❖ Monitor project expenditure and assist in preparing and analysing project financial reports, understanding variances and taking corrective actions in consultation with the Executive Director
- ❖ Ensure project monthly cash flow forecasts are prepared and forwarded to the Finance Manager.
- ❖ Ensure all project financial reports are prepared accurately and reporting schedules maintained in compliance with donor accounting and reporting requirements.
- ❖ In conjunction with the Finance Manager, ensure financial management is undertaken with standard financial systems and policies.
- ❖ As line manager for the project team.
- ❖ Provide leadership and support to project team to ensure effective management and timely implementation of work plans and budgets.
- ❖ Providing supervision, guidance and monitoring.

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- ❖ Ensure that project staff understands their individual and collective responsibilities for safety and well-being.
- ❖ Ensure that training in security measures is regularly undertaken to maintain as safe and secure a working environment as possible, in conjunction with the designated Security focal person.
- ❖ Assist in monitoring well-being, health & safety of project staff (including food, accommodation, compound management, health & hygiene) as appropriate.
- ❖ Conduct regular performance reviews, including 6-monthly performance appraisals, and encourage the personal development of each individual (including personal development plans and the identification of training needs).
- ❖ Conduct exit interviews, disciplinary and grievance procedures as required.
- ❖ Ensure that staff respect local cultural and gender sensitivities.
- ❖ Ensure detailed records are kept and analysis made of work-related injuries, accidents, security incidents and fatalities to project staff.
- ❖ Where appropriate provide pastoral support to members of the team.
- ❖ Identify / define project team composition and required personnel competencies.
- ❖ Oversee staff planning, recruitment, induction and orientation processes for project staff.
- ❖ Ensure that activities are carried out in accordance with SLI – SS standard Operation Procedures
- ❖ Encourage learning from project staff and identify case study themes / issues from project experience for analysis, dialogue and possible formulation into emerging best practice and policy.
- ❖ Build positive working relationships with local communities, district government officials, local churches, and UN, NGO and donor representatives.
- ❖ Attend relevant inter-agency coordination meetings as required
- ❖ Assist in developing collaborative programmes with other agencies and national partners in accordance with SLI – SS strategy.
- ❖ Attend relevant inter-agency workshops, conferences and sector coordination meetings as required.
- ❖ Keep informed of sector developments and key initiatives.
- ❖ Host occasional visits to project sites by interested personnel.

Requirements

- ❖ University Degree in Project Management, Business Administration, International development or other relevant field;
- ❖ Master Degree is desirable for this post
- ❖ Minimum five years of work experience, 2 years of which should involve experience managing donor funded projects in Mine Action or Child protection.
- ❖ Excellent knowledge of English (written and spoken); Arabic an asset;

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- ❖ Experience in management and team work;
- ❖ Sound knowledge of and skills in needs assessment, project planning, project implementation, monitoring and evaluation;
- ❖ Computer literate including Microsoft Word, Excel and PowerPoint.
- ❖ Obtaining a driving license.

How to apply

Given the necessity to fill this position as soon as possible, SLI - SS will complete recruitment of this position before end of December 2017; therefore candidates are urged to submit their application in a timely fashion.

NB: Due to the urgent needs of the position it can be filled before the deadline.

Your application must include:

- ❖ A cover letter clearly demonstrating your suitability for this position
- ❖ A comprehensive CV (no more than 3 pages)
- ❖ Please send your application by email to: recruitment.sli.southsudan@gmail.com or psm.sli.southsudan@gmail.com
- ❖ Hand delivery to SLI – SS office in Mauna west, plot number 360. Opposite Yei Road Parish (St. Joseph or St. Thomas) from custom Rock city street.
- ❖ Only short-listed applicants will be contacted by email or telephone.
- ❖ **Women are highly encouraged to apply for this job.**
- ❖ SLI - SS South Sudan gives equal opportunity to every candidate, regardless of religion, tribe and gender.
- ❖ A competitive salary, benefits and career development opportunity will be offered and commensurate with the experience, qualifications and responsibilities.

Job Details: Mine Risk Education Project Manager

Organization Name: Save Lives initiative – South Sudan

Location: Juba, South Sudan.

Application Deadline: 07th December 2017.



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