

VACANCY ANNOUNCEMENT

Job Title: Capacity Development Advisor
Department: LINKAGES Project
Supervisor: Country Director
Duty Location: Juba



BACKGROUND

Pact, a US-based International Non-Governmental Organization (INGO) has been working in Sudan and South Sudan since 2002 in close partnership with key government institutions, civil society organizations (CSOs) and communities. Pact has provided major assistance to civil society organizations and nascent community-based groups to strengthen the organizational and technical capacities to implement programming in multiple sectors, from health to peacebuilding.

PROGRAM / DEPARTMENT SUMMARY

In June 2014, the U.S. Agency for International Development awarded FHI 360 the Linkages across the Continuum of HIV Services for Key Populations Affected by HIV Project (LINKAGES), a five-year cooperative agreement funded by the U.S. President's Emergency Plan for AIDS Relief. Pact, along with IntraHealth International and the University of North Carolina at Chapel Hill, are partnering with FHI 360, to conduct a range of activities to reduce HIV transmission among key populations, including female sex workers, and to improve their enrollment and retention in HIV care and treatment. Pact will support the LINKAGES project to strengthen the technical and organizational capacity of CSOs and will provide capacity development support through provision of direct technical assistance as well as through South to South learning. This includes, but is not limited to, tailored workshops and mentoring in organizational development for CSOs, coupled with small grants to ensure CSOs practice what they are learning.

GENERAL POSITION SUMMARY

Reporting to the Country Director, the Capacity Development Advisor, will be responsible for the implementation, coordination and administration of the capacity development activities for the LINKAGES project in South Sudan. The position is based in Juba, Central Equatoria State, with travel to other project sites in the three Equatorias. S/he will manage and be responsible for ensuring effective high quality implementation of capacity development interventions for national CSOs in the three Equatorias. This position will be based within the LINKAGES project office at IntraHealth and involves strong coordination of multiple sites and staff, including coordination with the LINKAGES management team, as well as Pact staff, to develop, modify and monitor programming elements. The Capacity Development Advisor will be responsible for representing Pact and liaising with the LINKAGES team, South Sudanese Government officials, NGOs, and communities in Pact's areas of operation.

The Capacity Development Advisor will have day-to-day responsibility for implementation, ensuring adherence to timelines, budget management and achievement of objectives. Project oversight will include but is not limited to: managing daily Project activities to ensure the Project accomplishes its deliverables with high impact, logistics and operations, budget approval, supervision of all staff in the area of responsibility; monitoring, reporting, and evaluation activities.

The Capacity Development Advisor must be a dynamic individual with strong interpersonal and managerial skills, and a commitment to capacity development of CSOs and ensuring female sex workers are able to access HIV-related services.

ESSENTIAL JOB FUNCTIONS

Program development and delivery

- Actively participate in the Project development and delivery to ensure a dynamic context specific capacity development Project to enable the growth and strengthening of civil society led by or serving female sex workers.

- Ensure capacity development activities appropriately integrated within LINKAGES technical activities, particularly peer education and outreach, mobile HIV testing and counseling and drop in center.
- Regularly coordinate with relevant LINKAGES and Pact staff to ensure smooth planning, preparation, implementation and joint monitoring and evaluation of Project activities and achievements towards Project goals.

Managing Relationships with CSOs

- Provide quality oversight to LINKAGES Project grantees to ensure that these relationships are not merely project implementation, but focus on capacity development and ensure that LINKAGES Project grantees leave the relationship stronger than they entered.
- Coordinate with all relevant Project staff and global capacity development advisors to ensure all direct and grantee implemented capacity building interventions are technically sound, of sufficient quality, are correctly implemented and targets met.
- Coordinate with the Project team to ensure continued strengthening of local partners' organizational and technical capacity, effective community mobilization and identification of local civil society organizations (formal and informal).

Management

- Ensure effective finance, human resource, local contracts and asset management.
- Oversee Project budget within the area of responsibly and work in close collaboration with grants and finance team ensuring accuracy and budget compliance.
- Monitor project spending on a monthly basis – ensuring that the Project spends within budget at all times, and report any anomalies in a timely manner.

Grants and Finance Administration

- Develop and advertise RFA for local organizations in collaboration with LINKAGES team and Pact staff.
- In collaboration with the Pact Grants team and the LINKAGES partners, award and oversee all sub-grant awards related to LINKAGES Project grantees as well as respond to issues that arise during Project implementation, and support grantees and contractors.
- In collaboration with the Pact Grants team, oversee grant/contract compliance.

Monitoring and Evaluation

- Coordinate effective implementation of monitoring systems with the LINKAGES team and Pact Monitoring, Evaluation, Research and Learning (MERL) staff.
- Report on all LINKAGES Project activities to the LINKAGES Project Manager and Pact Country Director on a regular basis.
- Ensure timely reporting, documentation and organizational learning documents.

Internal Coordination

- Work with the LINKAGES Project Manager and other LINKAGES and Pact staff to maximize impact of capacity development, especially related to LINKAGES Project grantees.
- Coordinate and work closely with the other Pact staff to ensure consistency in approach to working with partners
- Coordinate and work with LINKAGES M&E as well as Pact MERL staff to ensure appropriate data collection as well as Project staff and partner data reporting.
- Coordinate with other Pact programs, especially those working in the same geographic area, to maximize programmatic synergies and sharing of resources.

External Coordination

- Keep up-to-date with regional developments in capacity development / civil society strengthening. Review relevant reports, evaluations and other internal and external resources as necessary to improve program design and implementation.

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- Support development of project/program briefing papers and other publicity materials to communicate the impact of and learning from the delivery of the LINKAGES Project.
- Upon delegation by senior Pact/LINKAGES staff, the Capacity Development Advisor shall represent Pact at program coordination meetings in Juba and at the field sites; and be a focal point for Project issues.

Others

- Attend to any other duties assigned by Country Director and the LINKAGES Project Manager.

ACCOUNTABILITY

Reports directly to the Pact Country Director with oversight from the LINKAGES Project Manager on technical and coordination issues. Works directly with LINKAGES partners in South Sudan, including FHI 360, IntraHealth and the University of North Carolina at Chapel Hill (UNC), as well as Pact Capacity Development team members, Grants Officers, Finance Officers, M&E Officers and other relevant Pact staff.

KNOWLEDGE AND EXPERIENCE

- At least 5 years of experience in community-based capacity development projects, including experience in community mobilization and civil society development.
- At least 3 years of experience working in HIV/AIDS programming. Experience working on programs targeting sex workers preferred.
- Proven high level of interest in and knowledge of a combination of the following: Civil Society, Organizational Development, especially with training, mentorship and support of CSOs and ability to inform the content and method of organizational development training.
- At least 2 years of grant management expertise preferred.
- Strong understanding of traditional and local authorities, and civil society actors in South Sudan and the organizational and political challenges to strengthening their capacity.
- Experience in working with and coordinating with international and national NGOs and government agencies.
- Proven program leadership, management, project planning, organizational, interpersonal, and communication skills.
- Willingness to spend up to 30-40% of the time travel to project areas in the three Equatorias.

Success Factors

- Demonstrated ability to communicate, take direction, assume leadership, and make rational decisions while working remotely from country leadership.
- Effective communication and team-building techniques.
- Proven ability to work sensitively and in a non-judgmental fashion with all Key Populations under the LINKAGES project, including sex workers (SW) and men who have sex with men (MSM).
- Proven ability to work sensitively and appropriately in a country with sensitive security considerations and ongoing conflict episodes.
- Proven ability to work sensitively and appropriately in a multi-tribal situation, with displaced populations, and in areas where foreigners and nationals interact.
- Ability to train and facilitate dialogue among a diverse group of individuals with various skill sets and work styles.
- High motivation, initiative, and adaptability.
- An ability to work successfully in challenging settings with limited resources.
- Strong diplomacy skills in managing a team with different backgrounds, abilities, and technical knowledge.

LIVING CONDITIONS/ENVIRONMENTAL CONDITIONS:

The position will be based in Juba, Central Equatoria State with 30-40% time traveling outside of Juba.

Deadline for reviewing applications is 15th April, 2016. However, applications can be reviewed on regular basis as this position should urgently be filled. This position is for South Sudanese National.

Send your applications to: Pact South Sudan - Afex River Camp Juba (DROP OFF ONLY – no disturbing office) or through email to: awilliams@pactworld.org and copy to apearson@pactworld.org

