Approved

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JOB ADVERTISEMENT – PROJECT MANAGER - WOMEN'S INTEGRATED SEXUAL HEALTH (WISH)

Date of publication: February 13th 2019 **Deadline for applications: 22nd** February 2019

Number of Positions Available: 01 **Starting date**: Immediate

Place of work: Juba, travelling to Yei, Torit & other locations of South Sudan

Weekly hours: 40

Contract duration: 1 year with possibility of extension

BACKGROUND

HI has been operating in South Sudan since 2006, implementing emergency and development actions aimed at improving protection, quality of life, and the promotion of rights of vulnerable girls, boys, women and men , including those living with disabilities. HI's current operations are centred in POC sites and IDP camps outside Juba city; Yei in central Equatoria, Yambio in Western Equatoria, and Torit in Eastern Equatoria, with the country office based in Juba city. Since 2016, HI has been implementing an emergency mobile (or flying) unit responding to mental health and psychosocial (MHPSS) support needs and disability rehabilitation assistance in greater Upper Nile, Unity and Jonglei states. Overall, about 50,000-80,000 direct beneficiaries (girls, boys, women and men) are being targeted through MHPSS (Mental Health & Psychosocial Support) and Livelihood projects, with a strong emphasis on mainstreaming disability inclusion. HIs current programs are funded by ECHO, DFID, UNHCR, MOFA Luxembourg and OCHA among other donors. As part of its 2019-2021 strategy, HI South Sudan is prepositioning to expand programming in Protection, Education in Emergency (EIE) and Food Security & Livelihoods (FSL).

WISH2ACTION PROJECT

WISH2ACTION Consortium – is funded by the UK Department for International Development, DFID. It is composed of five international organizations, internationally acknowledged in their fields to offer reproductive and sexual health services that are inclusive, diversified, innovative, and integrated in 16 countries, targeting 2, 2 million beneficiaries. WISH2ACTION's operational mode is a global and integrated approach that aims to ensure an equitable access to family planning and to sexual and reproductive health and rights (SRHR). It prioritizes undeserved women and girls, young people below 20 years old, very poor and marginalized populations (disabled people, persons that are displaced or affected by a humanitarian crisis and those living in hard to reach zones).
The five WISH consortium members are: International Planned Parenthood Federation (IPPF); Marie Stopes International (MSI); International Rescue Committee (IRC); Development Media International (DMI); Options and Humanity & Inclusion (HI). In South Sudan, IRC and HI are the key actors, delivering WISH under 3 thematic: Inclusion, Sustainability and Integration.

MAIN OBJECTIVE OF THE WISH SPECIALIST

The position is open to South Sudanese citizens or bona fide residents only, for both female and male, including those living with disabilities. It is based in Juba, with frequent travel to Central and Eastern Equatoria states. The Program Manager is also responsible for the relationship with WISH consortium

members and local partners in South Sudan, and in particular with the lead WISH agency in the country, IRC. S/he will be part of a larger HI operational team in South Sudan and will consequently work closely with other HI Program team members to ensure the synergy, quality, effectiveness and coherence of the WISH/SSR project. S/he will make sure that all the actions undertaken promote an inclusive society which respects vulnerable and disabled people's rights, ensures integration and synergy with other HI programs and promotes sustainability through local partners and state Government structures as well as forging collaborative links with other state and national actors in SRHR.

HIERARCHICAL RELATIONSHIPS

Internal: Daily interactions with WISH supervisors, weekly consultations with Protection Project Manager and Operations Coordinator, regular consultations with WISH deputy regional manager, regular liaison with HI South Sudan program team and support services team leaders including Technical Coordinators.
External: Regular consultations with Local partner agencies; active and continuous collaboration with WISH implementing agencies; health care providers, national and local authorities, and other collaborating NGOs implementing health and protection activities.

RESPONSIBILITIES AND TASKS DESCRIPTION

1. Ensure the operational management of the project

- Supervise the implementation of the project following the different stages of the project cycle, working closely with partners and national and local authorities
- Ensure monthly, quarterly, bi-annual and annual planning of project activities
- Ensure monitoring of project indicators and develop tools if need be and ensure archiving of project documentation and steering capitalization of project experiences (e.g. collection of testimonies, sharing good practices)
- Carry out follow-up and support visits in the project areas to meet and discuss with staff and communities about progress and emerging challenges and possible solutions.
- Identify the challenges faced during the implementation and address solutions/ adjustments
- Write internal and external reports in compliance with the deadlines, donors' requirements and quality standards.
- Steer project experiences capitalization efforts (e.g. collection of testimonies, sharing good practices).
- Archiving project documentation.
- Facilitate collaboration and synergies (resources planning and pooling) with other HI project teams and Ensure coordination between the project team and technical cell through support requests and regular meetings depending on the needs, to guarantee the quality of the interventions
- If required, guide the external evaluation process and ensure recommendations follow-up

2. Guarantee the quality of partnerships and external coordination of the project

- Inform and exchange regularly with the leader on the project's progress, challenges encountered and possible solutions.
- Guarantee the respect of collaboration convention with the consortium leader
- Represent the project before external, local and/or national partners
- Represent HI in the different humanitarian cluster coordination platforms
- Contribute to the capacity-building of our partners (depending on the identified needs and planned activities in the project framework).
- Ensure good coordination with WISH implementing agencies, local partners and Government agencies.

3. Ensure the administrative and financial management of the project

With back-up from support services:

- Be responsible of the project's budget – quarterly budget revisions, monthly forecasts, monthly tracking, and expenditure approvals with HI budget and finance guidelines.
- Prepare and review annual procurement plan, prepare procurement requests and track procurements versus activity and budget drawdowns, promptly flagging any issues to the line management and respective department. Adhere to HI purchasing procedures.
- Ensure a regular follow-up of expenses, analyze gaps, anticipate evolutions and propose budgetary adjustments
- Ensure respect of HI and donors' financial procedures (eligibility and flexibility rules)
- Any other relevant duties assigned by the Project Manager, WISH Regional Manager or other relevant line managers.

4. Manage and accompany the project team

- Participate in the recruitment and job orientation of new team members if necessary, respecting HI procedures and standards.
- Perform staff annual performance planning and review, identifying and addressing staff training and competency or skill capacity development needs.
- Ensure continuous support and supervision of the project team
- Contribute to team building and motivation, ensuring good communication and team spirit as well as information sharing and transparent feedback.

5. Provide technical support to HI teams in his/her field of competence

In collaboration with the technical regional manager for the WISH project, within the limits of time and available means and after discussing with the operational coordinator:

- Support project teams intervening in the field of sexual and reproductive health on technical questions (definition of indicators, elaboration of training plans, etc.)
- Participate in needs assessments in his/her field of competence
- Contribute to the development of new projects and to the programme's strategic reflection in his/her field
- Attend to the country recurrent coordination meetings, sector and country strategic planning as well as to the regional seminars organized by the WISH project.
- Ensure quality compliance and standardization in delivery of the project.

7. Qualifications and Experience

Mandatory

- South Sudanese candidates or bona fide residents, both female, male, including those living with disabilities.
- Degree in Reproductive Health, Counselling, Gender, Psychology/Psychosocial Support, from an accredited University.
- At least 3-5 years practical and relevant working experience with an international NGO in and emergency or post-conflict setting as Project Manager or Senior Project Officer Reproductive Health. A recognized college diploma with 5-7 years a solid and unique track record of field experience may be considered,
- A good grasp of Project Cycle Management and understanding of SPHERE, IASC, CHS and DNH and their application to Health and Protection project design and implementation.
- Previous work exposure to security and ethnicity sensitive operating environment and protocols.
- Staff supervision and performance planning experience combined with excellent team building skills.
- Good computing, IT and Research skills as well as good command of English language –oral and written.
- Personal capacity, status and willingness to travel to all parts of South Sudan – by air and by road.

Desired

- Good to fair understanding of the conflict and humanitarian situation in South Sudan, and of the socio-cultural context in the greater Central and Eastern Equatoria states.
- Experience working with vulnerable groups, specifically persons with disabilities including mental health.
- Ability to organize and prioritize workload and to cope with stress and high pressure.
- Ability to work within multi-disciplinary and multi-cultural teams.
- Successful candidates will be required to sign and comply with HI Prevention of Sexual Exploitation and Abuse (PSEA) policy and Code of Conduct.
- This position involves occasional travel within the East Africa region, hence possession of valid travel documents outside South Sudan would be an advantage, though not an added score.

Note: This job description is not exhausted and the staff member may be asked from time to time to perform duties over and above those described here. The staff member is also expected to maintain confidentiality of all beneficiaries and internal information at all times.

As an employee of Humanity and Inclusion, all staff is required to guard against any abuse of authority. In no circumstances should he/she profit from his/her situation in order to divert assistance from its final destination or obtain favors of any nature (notably sexual).

The employee must show respect and consideration towards his/her contacts (beneficiaries, partners, colleagues…), with particular attention for people in vulnerable situations. In no circumstances should he/she commit an act or adopt behavior liable to injure one of his/her contacts either physically or psychologically, or cause him/her harm of any sort

HOW TO APPLY

Qualified female and male candidates, including candidates with disability, are invited to submit their applications (**CV and Cover letter-** clearly state the address, contact information and position applied for) before 5:00 PM on **22nd February 2019** through email or sealed envelope to;

Admin/HR Department,
Humanity & Inclusion
Hai Malakal, Plot 83, Block AXIII
Juba, South Sudan
Email: recruitment@southsudan.hi.org

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.
Due to the expected volume of applicants, **only shortlisted** candidates will be contacted. Due to the urgency of this position, applications will be reviewed on rolling basis before the closing date. If you have not heard from the employer in two weeks from the closure date of this Vacancy Notice please consider your application unsuccessful and try again next time.

Humanity & Inclusion is a leader in disability inclusion and particularly welcomes applications from female and male qualified candidates and candidates with disabilities. Please feel free to indicate in the application if you have a disability. You don't have to disclose the nature of disability.
Thank you.