

Organization	War Child Holland (WCH)-South Sudan Country Office
Job title	Field Location Manager (FLM)
Location	Bor, South Sudan
Department	Country Management team
Contract Start Date	February 1, 2017
Length of contract	1 year
Category of position	National (open for nationals only)
Application closing date	December 23, 2016

General objective of the job

The Field Location Manager (FLM) bears the overall responsibility of the programme and team at Bor, Jonglei State, field location and reports to the Country Director

As such, the Field Location Manager is responsible for the implementation of the programme at his/her location, which is partly implemented by War Child staff and partly by local partners.

The Field Location Manager is a member of the Country Management Team.

The Field Location Manager is the representative of the organization in the field and is the focal contact person in regards to Coordination and Representation, donor, stakeholders and other INGO and UN agencies relations.

Ensures that project proposals are developed, implemented, monitored and evaluated and ensure realisation of the location's programme. Furthermore; builds capacity of the staff at his/her location and local partners to ensure sustainability of the programme.

Position in the organisation

The Field Location Manager reports to the Country Director. The Field Location Manager manages the staff at the field location.

Essential functional relations: Country Director (CD), Programme Manager (PM), Finance & HR Manager, Logistics Manager, Field Location Managers from other locations and staff at his/her field location.

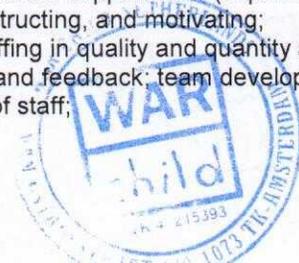
Result areas

1. Realisation of War Child's country programme;

- Responsible for the implementation of the programme at the field location;
- Contributes to the development of the Country Strategy and the production of the annual plan;
- Responsible for the development and writing of project proposals;
- Monitors local needs and developments in close collaboration with the PM and CD;
- Monitors and evaluates the implementation of the programme at the field location in close collaboration with the PM;
- Actively seeks advice from the PM on programme content issues;
- Supports the Country Director in identifying donors;
- Identifies appropriate local (implementing) partners;
- Writes progress reports to Country Director and Programme Manager.

2. Management of staff

- Manages and develops the support- and (implementing) programme staff at the field location by guiding, coaching, instructing, and motivating;
- Sees to adequate staffing in quality and quantity at the location;
- Conducts appraisals and feedback; team development and discusses career perspectives;
- Manages well-being of staff;



- Ensures a well-functioning team and a good team spirit amongst the field location team;
- Prepares terms of references for his/her staff;
- Recruits support and (implementing) programme staff for the field location;
- Reports to the CD on HR issues at his/her location.



3. Capacity building of staff & local partners

- Builds capacity of support staff by training, workshops and day to day coaching;
- Consults the PM in training needs for programme staff;
- Indicates training needs and sees to that staff at his/her location is trained;
- Assesses and develops capacity of the local partners.

4. Maintain network of contacts/ representation

- Ensures appropriate communications, information exchange and sharing within field team;
- Develops and maintains productive relationships with local governments, voluntary agencies, the UN, media, donors and communities;
- Represents War Child in meetings or coordination platforms.

5. Security Management

- Responsible for security and well-being of all staff members and owner of security plan of the field location;
- Develops, implements and adapts local security plan and ensures that the plan is consistent with the country security plan.

6. Logistics Management

- Responsible for logistics management; authorizes investments and manage supplies for the location;
- Responsible for office management & logistics, including reporting to Logistics Manager and Country Director on this;
- Follows the guidelines set by the Logistics Manager on logistics management;
- Actively seeks advice from Logistics Manager.

7. Human Resources administration and policy

- Ensures that National Staff HRM policies are in place and adhered to;
- Follows the guidelines set by the Finance & HR Manager on HRM administration & policies;
- Actively seeks advice from the Finance & HR Manager and Human Resources Officer.

8. Finance Management

- Maintains efficient financial control (of cash flows, local payment, etc), accountability standards, procedures and records for the location;
- Ensures financial control is in consistence with the instructions and procedures for the country programme;
- Responsible for day to day financial management;
- Prepares budget and budget control;
- Writes financial progress reports to CD, Finance & HR Manager and Finance Manager at head office;
- Follows the guidelines set by the Finance & HR Manager on finance management;
- Actively seeks advice from Finance & HR Manager.

9. Networking, representation and coordination

- Ensures appropriate communication, information exchange and sharing within the field team, with the country office in Juba and ministries at state level;
- Develops and maintains productive relationships with local governments, voluntary agencies, the UN, media, donors and communities;
- Represents War Child in meetings or coordination platforms.



Knowledge and Experience

- Relevant academic background (social science and management) e.g. International Relations, Social Sciences, Business Administration;
- A minimum of 5 years of working experience in a similar position, with an (I)NGO.
- Knowledge of project development and implementation in an international/ humanitarian context;
- Knowledge of participatory planning and programming methods;
- Knowledge of finance and HR administration and tools & systems.
- Experienced in community development work preferably in child protection, psychosocial support and education interventions

Skills and Competencies

- Advanced oral and written skills in English.
- Social and communicative skills.
- Capability to decide in tactical and operational issues.
- Planning and organising skills.
- Able to assess social/ political situations and able to act in a diplomatic way in delicate situations.
- Able to organise means and staff to reach goals.
- Result- focused and persistent to achieve goals.
- Team player.
- Creative to think of alternative solutions.
- Stress-resilient to be able to cope with deadlines and complex problems.
- Hands-on mentality.
- Cultural sensitivity
- Affinity with War Childs mandate
- Ability to speak local language and familiarity with local context is preferable

Commitment to the vision and goals of War Child Holland in South Sudan including adherence to the Child Safety Policy, is essential.

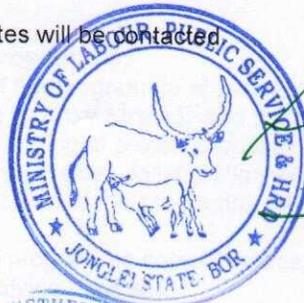
- ❖ Qualified female candidates are highly encouraged to apply

Application submission:

If you feel you meet the required profile, please submit 1 page of cover letter and maximum of 3 pages of CV including summary table of educational qualification and work experience through email address: infosdscowarchild.nl or hand deliver to War Child Holland South Sudan Country Office in Juba (Opposite Turkish Embassy) or Bor Field Office (Opposite Dr. John Garang Memorial University). Please indicate the position in subject line of email or on the envelop.

Please note that only shortlisted candidates will be contacted

Website: www.warchild.org



Approved
Pat
12/12/2011