

SUPPORT FOR PEACE & EDUCATION DEVELOPMENT PROGRAMME

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Date: 12th/1/2018

JOB ADVERTISEMENT- Internal/External.

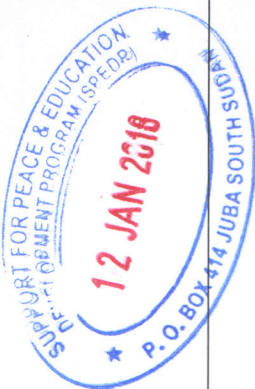
Organizational Background

Support for Peace & Education Development Program (SPEDP) is a South Sudanese based National Non-Government Organization and registered by the Government of the Republic of Uganda in 2016 with registration number **12397** as a Regional Nongovernmental Organization dedicated to the reduction of suffering of women and men, working towards the ultimate elimination of hunger and extreme poverty. In South Sudan, SPEDP covers a third of the country with focuses on Food Security and Livelihoods, Education, Health, WASH and Community Micro Finance interventions.

SPEDP therefore seeks to recruit qualified and dedicated:-

Job Title:	FSL Project Manager-Nimule
Vacancy position	1 Position
Country Program:	South Sudan
Duty Station:	Nimule
Position Reports to:	Field Programs Coordinator
Position Opened for:	South Sudanese
Desired Start Date:	ASAP
Duration :	12 Months (extendable)
Closing Date for Applications:	6th/ Feb/2018

Duties and Responsibilities	<i>Under the Supervision of the Field Programs Coordinator:-</i>
	<ol style="list-style-type: none">Program development:<ul style="list-style-type: none">The successful candidate will support the program officer for FSL in the development of project proposals, concept notes related to FSL together with the MEAL project officer.He/she will set system for reporting and tracking performance of the



program against program/project targets and indicators. He/she will work closely with the MEAL department unit in conducting program baseline surveys and evaluations' work plans and revisions where necessary.

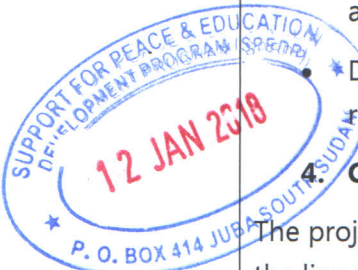
- The successful person will support the FSL program officer in the development of the annual and strategic work plans and where necessary support revisions in the course of the annual/strategic work plans implementation.
- He/she will provide technical support and develop a mentorship plan for the staff under his/her supervision and provide monthly updates on the progress of the mentorship plan.
- The job holder will ensure the mainstreaming of gender and protection into relevant project activities.
- Work closely with the SPEDP field and head quarter logistics in the planning, procurement and delivery of project inputs for project implementation.
- Closely with the human resource department to ensure that project staffs are properly managed and excellent adherence to SPEDP policies.
- Develop, implement and manage a risk management plan for the project and report immediately any risk encountered by the project team

2. Program Budgeting

- Oversee project operational budget implementation and ensure full compliance within budgetary allocations. This includes preparation of realistic monthly/quarterly project budgeting preparation.
- The incumbent will oversee project budget implementation in compliance with SPEDP internal system and donor requirements.
- He/she will work closely with the field finance and operations manager for routine financial reports to the donor and where necessary participate in internal/external auditing exercises.
- The job holder will work closely with the project officers to revise and consolidate field activity project budgets and ensure that project officers receive promptly activity money.

3. Project Monitoring, Evaluation, Accountability and learning(MEAL):

- Support the field MEAL officer in the development of project MEAL frame work including base line,PDM, project reviews and end of project

	<p>evaluation.</p> <ul style="list-style-type: none"> • In collaboration with the MEAL officer, review and update project log frame and indicators and suggest changes if necessary. • Provide capacity building to project staff; this will entail preparation of detailed capacity building plan for all the project staff. • Submit feedback and recommendations on MEAL findings to ensure identified gaps are addressed timely • In close collaboration with the MEAL department, ensure that accountability and learning measures for the project to the beneficiaries and other key stake holders are captured and responded to. • Document success stories, lessons learnt in relation to the project on routine bases. <p>4. Coordination:</p> <p>The project manager will be central in representing SPEDP in high level meetings in the line ministry cluster meeting organized by FSL clusters.</p> <ul style="list-style-type: none"> • He/she will provide project updates to FSL cluster meetings and provide feedback to SPEDP management after the meetings. • Any other duty assigned by the supervisor.
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Qualifications and Requirements

- Bachelor's Degree in Agriculture, Master's Degree will be an added advantage
- Proven relevant and systematic experiences of 5 years in Project management roles.
- Commendable ability to design and implement Budget and conversant on project proposal writing skills.
- Intensive experience in field work, Community Mobilization and training skills for beneficiaries.
- Flexibility and willingness to change work practices, hours and capable to work under pressure and in remote areas.
- Very good communication skills
- Ability to constructively address gaps and weaknesses

How to Apply:

Please send your application with non-returnable CV, copy of certificates and Contact address to the following address below. Only short-listed applicants will be contacted.

You can hand deliver to:-

**Human Resources and Administration Department
Support for Peace & Education Development Program
Munuki Block "C" Gudele Road Opp Antipas Pharmacy**

Or Email: recruitment@spedp.org

For more details, Visit our website: www.spedp.org

NB, due to the urgency of the position, CVs will be screened as we receive them, and Position may be filled before the official closure date.

