**Title: Programme Manager**

**Organization Description: Health & Relief Organization is a National NGO, implementing and supporting mostly Emergency and Development Programmes in all states of South Sudan.**

**Job Location: Based in Juba, South Sudan, with regular visits to other Health & Relief Offices in Eastern Equatoria State,**

**Open Date 22 March 2018**

**Closing Date: 7th March 2018**

**Starting Date: As Soon as Possible (ASAP)**

**Objectives: Overall objective of Health & Relief Organization Program in South Sudan is to reduce mortality and morbidity by improving the health conditions and reducing vulnerability of people. Health & Relief Organization interventions aim to improve the provision of and access to quality primary health care and to support the improved nutrition status of children under five, pregnant and lactating women and other vulnerable people. Furthermore, the improved access to water, sanitation and hygiene (WASH) is an essential part of South Sudan program.**

**Job Description: Under the direct supervision of the Country Director, the Programme Manager will manage the Juba office, in addition to being responsible, through the Project Coordinators, for the implementation and coordination of Health & Relief Organization projects in South Sudan as well as assessing possible new project areas (including application design and preparation and other fundraising activities).**

 **He/she will directly assist the Country Director in liaison and networking with other organization and potential donors.**

**The Head of Programmes will be: - reporting to: Country Director**

**Duties**

**Providing line management and technical supervision to: Project Coordinators.**

 **Working with: Team of international and national staff Job Responsibilities:**

 **Support the Country Director in design, planning and coordination all projects in the course of humanitarian aid and development cooperation in line with beneficiary needs, national policies as well as Health & Relief Organization and donor program objectives and international standards.**

**Through the Project Coordinators: Supervise the implementation, monitoring and evaluation (including project administration, procurement, inventory and quality control) of all project activities, ensuring the integration with all relevant clusters and sectors.**

**Control and monitor finances of the projects in cooperation with the Finance Officer, prepare amendments and new budgets. Ensure proper and adequate resource management of the projects (budget, HR, equipment, etc.).**

**Frequent travel to project sites for monitoring of project activities Participate in local meetings**

**Review the country context and situation, identify gaps, analyze the gaps, and find the new project ideas and development in coordination with the team members.**

**Acquire donor funding, provide timely and adequate documentation, reports and proposals (financial and narrative) to HQ, donors and authorities. - Support the Country Director in liaising with government authorities, donors, UN and other organizations concerning the development and implementation of the program.**

**Technical supervision of international project staff and coordination of field teams. - Carry out needs assessments and support programme evaluations and strategy development.**

**Work within the local infrastructure to ensure the programme is sustainable and, if appropriate, that operations are effectively handed over to local partners.**

 **Through field visits, ensure quality standards are respected and identify points of improvement for follow-up in a participatory manner with the team in order to ensure quality and to reach the strategic goal and objectives of the organization.**

 **Team building and strengthening of team contribution and commitment toward achieving the goals of the organization. - Manage Juba office functions: utilities, consumables, security, cost sharing between the projects for shared/common services.**

 **Act as Security Focal Point for Juba operations, with support from PCs. - Assist the Country Director as and when it is required according the priorities of the organization. Person Specification**

**Profession/Qualification: Medical degree or Degree in public health/social science/development studies with relevant working experience Experience:**

 **Minimum 5 - 7 years of professional experience implementing public health projects for international NGOs - minimum 3 years of experience in project development, coordination and management, including project accounting, managing of donor funds (UN, German Foreign Office, ECHO, USAID etc.)**

**Experience in working with local health authorities**

**Experience in networking with international partners and donor liaison - Proven experience in acquisition of donor funding, proposal- and report writing**

**Experience working in insecure complex emergency settings**

 **Experience in conducting health, nutrition and livelihood baseline assessments, including SMART surveys - Experience in CMAM Project development, implementation and evaluation**

**Experience in setting up training projects , Working experience in South Sudan desirable.**

**Skills: - Good knowledge of international standards and tools in humanitarian and development aid**

 **Strong management, project planning and organizational skills,**

 **Clear vision on program development - Strong analytical, written and oral communication skills**

**Ability to work in a remote location in an unstable security environment; prepared to travel extensively to project locations;**

 **Human resource management skills, cultural sensitivity, good communication skills,**

**Common sense and being proactive,**

**Fluency in English required; Arabic an asset**

**Contact Applications for this position, including cover letter (with information regarding your availability), CV of max. 6 pages, copies of job certificates and reference contact details of three former supervisors or employers) should be sent by email to:lamunu17@gmail.com or Hand Delivery to Health & Relief Office in Atlabara ‘B’.**

**Please indicate “Programme Manager, South Sudan” in the subject line of your email. Only complete applications will be considered. Only short-listed candidates will be notified.**

**JOB is open for both National & Non National, Women are Strongly Encouraged to Apply.**

**For Help contact us +211955686722.**