

## VACANCY ANNOUNCEMENT

**Job Title:** Program Manager  
**Department:** IDLO  
**Supervisor:** Country Director  
**Duty Location:** Juba  
**Posting date:** 31<sup>st</sup> March, 2016



### 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

The purpose of this position is to have personnel in the capacity of Program Manager (PM) based in Juba but willing to use management skills to engage throughout the country as necessary. The PM is responsible for successful implementation of the IDLO COL Program activities at both the COL Law Clinic and COL Satellite Legal Aid Clinic and at the county, payam and boma levels when required. He/she is responsible for the day-to-day running of the COL program including managing COL program team and supervising their provision of legal aid services, and their supervision of students as well as other constituencies recruited to assist with activities. He/she is responsible for coordinating program activities with staff, the COL Law Clinic (LC) and the Satellite Legal Aid Clinic, local partners, civil society organizations, and ensuring that all program activities meet the program objectives and are delivered on time and effectively. Responsible, with Pact and COL team, to mentor and provide enriching activities, practical learning opportunities and internships for students as well as opportunities to engage with the community.

### GENERAL POSITION SUMMARY

The purpose of this position is to have personnel in the capacity of Program Manager (PM) based in Juba but willing to use management skills to engage throughout the country as necessary. The PM is responsible for successful implementation of the IDLO COL Program activities at both the COL Law Clinic and COL Satellite Legal Aid Clinic and at the county, payam and boma levels when required. He/she is responsible for the day-to-day running of the COL program including managing COL program team and supervising their provision of legal aid services, and their supervision of students as well as other constituencies recruited to assist with activities. He/she is responsible for coordinating program activities with staff, the COL Law Clinic (LC) and the Satellite Legal Aid Clinic, local partners, civil society organizations, and ensuring that all program activities meet the program objectives and are delivered on time and effectively. Responsible, with Pact and COL team, to mentor and provide enriching activities, practical learning opportunities and internships for students as well as opportunities to engage with the community.

### Occasional duties

As and when delegated by the Line Manager

### Judgement and Decision-Making

The PM is expected to use discretion during the course of his/her duties but should be within the agreed scope of instructions. All decisions falling outside the clauses above should be referred to the Line Manager or the officer in charge at the time such decisions is required.

### Qualifications, Experience and Person Specifications:

The minimum academic and professional skills of the PM to perform his/her job successfully include:

- A Bachelor's degree in Law;
- Minimum of two to three years field-based program experience implementing legal aid or access to justice activities in conflict or post conflict environments;
- Proven experience in managing staff, and managing a legal aid clinic and community based paralegals and training paralegals and translating the skills gained to staff and COL students;
- Experience working on multi-partner programs;
- Demonstrated skills in strategic and program planning and management;
- Proven experience in building capacity of local NGOs;
- Fluent in written and spoken English;
- Knowledge of local languages – can gear to program location needs;
- Excellent interpersonal skills, cross-cultural communication and experience working in a multi-ethnic environment and on a multi-partner program;
- Experience with oversight and advising partners on program implementation;
- Commitment to Pact's core values;
- Ability to establish and sustain interpersonal and professional relationships with partners including donors;
- Demonstrable commitment to the values and ethos of Pact;
- Flexible, proactive and innovative style.

**PERSONAL TRAITS, QUALITIES, AND APTITUDE:**

The PM will possess the following personal traits, qualities, and aptitudes:

Able to perform a variety of duties often changing from one task to another of a different nature without loss of efficiency or composure

- Accepts responsibility for the direction, control and planning of an activity.
- Works independently
- Relates to others in a manner that creates a sense of teamwork and co-operation.
- Maintains effective communication with partners and work mates.
- Problem Solver/Solutions Focused

Contacts:

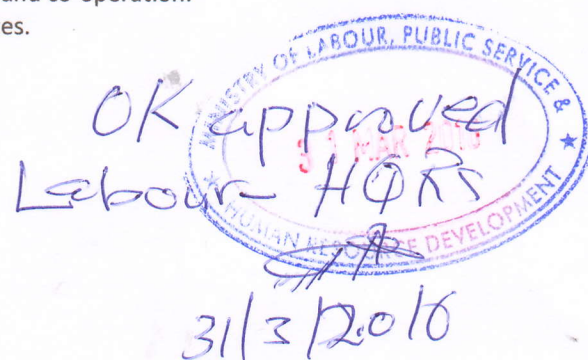
**Internal Contacts:**

- Pact South Sudan Staff – Frequent contact

**External Contacts:**

- Program Partners
- Visitors – Regular contact
- Grantees/government/NGOs – Regular contact
- Some donor interaction

OK approved  
Labour HQs  
31/3/2016



This position will be based in Juba with some field trips

Deadline for receiving applications is <sup>19<sup>th</sup></sup> 15<sup>th</sup> April, 2016. However, applications can be reviewed on regular basis as this position should urgently be filled. This position is for a 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](mailto:awilliams@pactworld.org) and copy to [apearson@pactworld.org](mailto:apearson@pactworld.org)

