

**JOB ADVERTISEMENT****VICTIM ASSISTANCE PROJECT MANAGER (South Sudanese nationals only)**

Date of publication: **Friday 20<sup>th</sup> May 2016**

Deadline for applications: **Friday 10<sup>th</sup> June 2016**

Place of work: **Yei**

Weekly hours: **40**

Schedule: **Monday to Friday from 8:30 am to 5:30 pm including 1 hour lunch break**

Contract duration: **06 months (extendable)**

Joining Date: **1<sup>st</sup> July, 2016**

**STAKES OF THE POST**

Funded initially by Dutch Ministry of Foreign Affairs (MOFA) the Victim Assistance project started in 2012. Subsequently the project obtained additional financial support from the Ministry of Foreign Affairs of Luxembourg.

The first four years phase of the project aimed to support the national authorities in the implementation of the South Sudan National Mine Action Strategic Plan 2012-2016 and to increase the access to mainstream and specialized services at individual and community levels.

At macro level, the project supported South Sudan Mine Action Authorities to coordinate and implement activities (set-up of a centralized victim information database, baseline survey, support the ministries in the implementation of the strategic plan, set-up of a steering committee, etc) - These aspects were delayed due December 2013 crisis.

At micro level, the project was able to set-up a personalized social support service (PSS) for identification, referral and support to landmine/ERW survivors, their families and people with disabilities in the target areas and facilitated their access to social, rehabilitation and livelihood services.

The project will end in June 2016. However, the Ministry of Foreign Affairs Luxembourg provided a bridge funding from July 2016 to December 2017 to support provision of basic rehabilitation services at community level and enhancement of the capacities of local health institutions.

The project is being implemented in Yei municipality, Otogo and Mugwo payams of the Yei River County.

**OBJECTIVES OF THE POST**

Under the direct responsibility of the Operational Coordinator, and in close coordination with rest of the Handicap International (HI) team, relevant technical advisers, the Project Manager will:

- Ensure implementation of the project strategy and related operational modalities and tools, achieving results and indicators as per project proposal and logical framework;
- Effectively manage the team through regular meetings, coaching, development of individual action plan, and conducting regular performance appraisals;
- Ensure effective and timely implementation of all activities following HI quality framework and technical standards, and if necessary, propose adjustment or improvements to meet the objectives;
- In coordination with the support service department, ensure correct follow-up of the finance, administrative and logistic aspects of the project, regularly monitor the project budget, and follow up the expenses;
- Regularly report on project activities (statistics, reviews, monthly achievements, etc.) as requested by the Operational Coordinator, the Program Director and the Technical Advisor.

Due to the environmental context and distance from Juba, the PM will also be involved in direct management and organisation of the base in Yei. In coordination with Juba support services, he/she will supervise / facilitate the daily functioning of the base with the team.

**Responsibility 1: He/she is responsible of the effective implementation of the project with a result-based approach.**

- In coordination with Operational Coordinator, project team and partner organizations, develop and update project action plan and the monitoring and evaluation tool ;
- Ensure proper planning and implementation of the project activities to achieve timely and quality results;
- In coordination with Operational Coordinator and Technical Adviser, identify the most appropriate methodology to use in activity implementation;
- Monitor project activities through regular field visits;

- In coordination with HI's Administrative coordinator, efficiently and effectively monitor and manage the project's budget and finances;
- Manage the achievement of results as per proposal, including mobilizing the necessary material and human resources;
- Mentor, coach, supervise, and arrange further learning for HI staff and partner staff to achieve the project objectives;
- Ensure good work relationships with local authorities; be proactive to arrange regular information exchange with local stakeholders;
- Facilitate participatory project evaluation and support missions, and implement the recommendations/findings in form of lessons learned and best practices;
- Contribute to the data collection and analytical framework set up for developing and/or monitoring the strategy.

**Responsibility 2: He/ she is responsible of the good management of the team.**

- In line with HI policies and procedures, implement processes of job announcement, recruitment, and validation for his/her team;
- Prepare Individual Action Plans of each project staff member for reaching defined goals and evaluate performance based on the action plan;
- Train the team, if necessary, on the methods, technical aspects useful for the project implementation;
- Organize, and facilitate regular team meetings;
- Ensure strict application and respect of the Internal Rules and Regulation by her/his related staff, and proper implementation of disciplinary measures, as necessary.

**Responsibility 3: He/she is responsible of the technical quality of the project and the capitalization of experiences**

In collaboration with the technical advisors:

- Develop and manage a realistic, gender-sensitive, disability-inclusive, and context-specific technical framework relevant to the context;
- Ensure project's outputs are consistent with the log-frame and that they are of high quality;
- Identify technical resources or skills that can support achieving good quality results;
- Ensure results and methods of the project are represented in sector working/cluster groups;
- Identify issues and thematic for documentation, sharing and innovation in collaboration with partners;
- Define methods and necessary tools to document good practices / lessons learned generated during project implementation;
- Collect and analyse all necessary M&E data and monitor indicators;
- Share, and engage partners on achieving, communicating and monitoring results.

**Responsibility 4: He/she is responsible for reporting updates and progress of activities:**

- Write activity reports and donor reports;
- Facilitate regular reporting on your activities to the Operational Coordinator upon his/her solicitation (coordination meeting, workshop meeting, etc.);
- Participate in the development of monthly information Sheet (MIS) by providing relevant data related to your project;
- Provide technical and other reports for internal program use or as per demand from authorities;

**Responsibility 5: He/she is delegated the supervision of the organisation & representation of HI in Yei towards the donors and relevant stakeholders by the Program Director**

- Represent the project and HI with the related to the partner and other local stakeholders, including government authorities; attend some key cluster meetings;
- Represent the Program Director or Administrative coordinator for county administrative authorities, in close coordination and communication with them and under their validation
- Supervise the functioning of the base for the administrative, logistic and security issues with the support of Juba Team.
- Ensure financial validations for Yei site according to the rules in place.

**Other**

- In coordination with other HI expatriate and national staff, provide support to the general management of HI South Sudan program as may be requested or become necessary;
- Support other Project Managers in providing technical support when necessary;
- Contribute in development of concept notes and project proposals;
- Any other related duties and/or tasks as may become necessary.

**PROFILE SOUGHT**

	<u>Essential</u>	<u>Desired</u>
<u>Diploma(s)</u>	Advance Degree in Social Development Studies / Political Science / Project Management	Degree in Business management/Public Policies and Development; Disability Studies and Development, Gender studies, Sociology, International Relations or similar
<u>Experience</u>	<ul style="list-style-type: none"> <li>- At least three years experience working with INGO and Civil Society</li> <li>- At least two years experience in project and team management</li> <li>- Experience in providing support to partners and in particular senior government authorities</li> <li>- Experience in conflict, protracted crisis, under-resourced contexts</li> <li>- At least 2 years experience working on projects involving gender, human rights, minority or disability issues from an inclusion perspective and empowerment of local civil society and services providers</li> </ul>	<ul style="list-style-type: none"> <li>- Knowledge of security management</li> <li>- 1-2 years experience in livelihoods and social work in resource poor settings;</li> <li>- One year experience in facilitating organizational change</li> </ul>
<u>Competencies</u>	<ul style="list-style-type: none"> <li>- Knowledge of methods for the facilitation of social inclusion, local planning processes and participation in decision making and regional planning processes;</li> <li>- Experience in organizational capacity development of local partners;</li> <li>- Solid experience in facilitating processes of community mobilization, awareness raising and advocacy;</li> <li>- Rights based and participatory approach to work with community based organizations;</li> <li>- Excellent written and spoken English; excellent skills in the writing of official documents and reports;</li> <li>- Excellent interpersonal skills and demonstrated ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity</li> </ul>	<ul style="list-style-type: none"> <li>- Knowledge of community mobilization and social work, livelihoods and food security</li> <li>- Experience working with persons with disabilities and DPOs.</li> <li>- Experience in Human rights promotion and/or gender mainstreaming on local and national level</li> </ul>
<u>Personal qualities</u>	<ul style="list-style-type: none"> <li>- Focused, field-work oriented, patient, constructive, flexible, diplomatic, fast learning, open, persistent, and has proven negotiation and conflict-resolution skills</li> <li>- Proven organizational and planning skills with attention to details at the same time as being flexible as the context can change quickly;</li> <li>- Able to work in a challenging environment and has capacity to balance and compensate stress;</li> <li>- Able to work with diverse personalities from various cultural and social background in a partnership approach;</li> <li>- Strong leadership and people/team management skills.</li> </ul>	<ul style="list-style-type: none"> <li>- Capacity to work successfully with persons with disabilities in resource-poor settings;</li> <li>- Capacity to cope with intense life and work context;</li> </ul>

**How to Apply**

Qualified candidates are invited to submit their applications at the

Mr. Henry Edward  
Admin/HR Assistant  
Federation Handicap International  
Hai Neem, opposite Holiday Hotel, Juba, South Sudan  
Email: [jub.adminofficer@hi-sudan.org](mailto:jub.adminofficer@hi-sudan.org)  
Before the closing date indicated above.

Application should consist of a typed CV and cover letter explaining why you consider yourself suitable for this position and providing a valid email and telephone contact.

Due to the expected volume of applicants, only shortlisted candidates will be contacted.

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.

Applications not meeting the minimum qualifications or received after the expiry date of this Vacancy Notice shall not be considered. If you have not heard from the employer in two weeks from the closure date of this Vacancy Notice please consider your application as unsuccessful.

HI would like to thank all applicants for their interest.

Applications can be delivered to our office before **10<sup>th</sup> June, 2016, 5:30 pm** (South Sudanese time), stating clearly address and contact information

Deadline for applications on and the position will be fulfilled based on funds availability

**Handicap International is an equal opportunity employer and particularly welcomes applications from persons with disabilities**