



# SUPPORT FOR PEACE & EDUCATION DEVELOPMENT PROGRAMME

P.O BOX, 414 JUBA – SOUTH SUDAN  
 TEL: +211 (0) 955 028 317 / +211 (0) 925 350 009  
 Email: spedpngo@gmail.com



## JOB ADVERTISEMENT- Internal/External.

### Organizational Background

Support for Peace & Education Development Program (SPEDP) is 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:                     | Head of Programs, Advocacy and Communication Manager |
| Vacancy position               | 1 Position   |
| Country Program:               | South Sudan  |
| Duty Station:                  | Juba   |
| Position Reports to:           | Chief Executive Officer                              |
| Position Opened for:           | South Sudanese/ International                        |
| Desired Start Date:            | ASAP   |
| Duration :                     | 12 Months (extendable)                               |
| Closing Date for Applications: | 29th/ Jan/2018                                       |

### Tasks and Responsibilities

#### KEY TASKS

#### Resource Mobilizations- Proposal writing (70%)

1. Work with the program officer to led the development of Project Proposal to current partners and new partners.
2. Lead the development and review of Humanitarian Response Plan for the organization
3. Develop an annual plan and Budgets
4. Develop Program Evaluation framework to assess the strengths of the program to identify areas for improvement.



5. Reports writing to partners
6. Communicate with funders as outline in the funding agreement
7. Manage all funds according to established accounting Policies
8. Ensure financial reports are submitted on time.

**Organizing Program: 10%**

- 1- Develop forms and Records to document Program Activities
- 2- Ensure Program activities operate within the Policies
- 3- Ensure program activities comply with all relevant standard and professional standard
- 4- Coordinate deliverance of service among different program

**Staffing:20%**

- 1- In consultation with the Operation, Program Officers and Chief Executive Officers, recruit, Interview and select well qualified program staff
- 2- Implement the Human Resource Policies, Procedure and practice of the organization
- 3- Ensure the personal files for the program are properly maintained
- 4- Engage Volunteers for appropriate program activities
- 5- Ensure all Program staff members receive orientation
- 6- Supervising program staff by providing direction, inputs and feedback

**Policy and Advocacy (50%)**

9. Work with the Board and managers of SPEDP to lead the development and review of SPEDP policies from time to time.
10. In alignment with the **SPEDP** Strategic Plan, develop and implement an intentional, External and comprehensive framework for local and International advocacy
11. In alignment with the SPEDP strategic Plan identify priority areas for **SPEDP** to focus its policy and advocacy efforts locally and internally that will make the greatest impact.
12. Implement strategies and activities necessary to carry out the **SPEDP policy** and advocacy agenda.
13. Work with **SPEDP staff** to formulate, coordinate, and integrate the policy and advocacy strategy within the communications strategy.
14. Build strategic partnerships with organizations/Donors that will assist **SPEDP** in meeting desired policy agenda outcomes.
15. Develop strategic alliances with Partners, community groups/NGOS, Government Ministries, business leaders, community residents, consumers and others.
16. Attend public and private meeting involving major projects and Donors
17. Coordinate advocacy efforts for community members, Government official and donors on how to effectively advocate for SPEDP target groups such as Children, women and people with disabilities.
18. **Support the Chief Executive Officer in identifying and coordinating additional funding resources from foundations, businesses, NGOS, UN, Private Sectors, Government Ministries**

**Communications (25%)**

- 1- Manage a comprehensive and integrated communications strategy that meets the programmatic, administrative, and policy and advocacy objectives of **SPEDP**
- 2- Update, and coordinate the production and the creation of all print materials for **SPEDP** including brochures, flyers, quarterly e-newsletters, fact sheets, position papers, annual





- reports to the community, to Board, Board minutes and other written materials.
- 3- Create and distribute timely information to the management and communities
  - 4- Prepare talking points for public relations opportunities including press events/meetings, Conference visits, and community events as directed by the as directed by Chief Executive Officer
  - 5- Ensure all external written communication meets quality standards and maintains consistent messaging.
  - 6- Supervise attribution guideline to ensure organizations funding SPEDP **logos are included in any information**
  - 7- Work with Communication officer and IT to ensure electronic communication vehicles such as, the website and social media are accurate, up-to-date, and carry messaging representing the mission and vision of **SPEDP**
  - 8- Coordinate and implement community building/public relations activities.
  - 9- Coordinate **SPEDP** spokespersons and media representatives as needed.

**General (25%)**

- 1- Participate in special projects as assigned, assuming responsibility for the project proposal writing, report writing, end of Project Evaluation, Internal and External Evaluation.
- 2- In coordination with other staff, prepare and negotiate contractual agreements for the provision of services.
- 3- Actively engage and communicate with contractors in the execution, management, and monitoring of assigned contracts.

**Knowledge, skills, and abilities required:**

- 1- Strong commitment to our vision, mission, and values.
- 2- Strong project management skills with the ability to manage and prioritize multiple tasks and work autonomously under pressure of deadlines.
- 3- Superior writing skills with the ability to translate complex issues into a level appropriate for the general population and policymakers.
- 4- Excellent publication skills that include proofreading, copyediting, and knowledge of design/layout
- 5- Ability to communicate orally and in writing with a variety of audiences, including community advocates, service providers, members of the public and local officials.
- 6- Understanding of complex strategic planning in nonprofit and government environments
- 7- Knowledge of policy and policy-making process at a local (county), State level, National and International.
- 8- Experience working with decision makers (mayors, Board of Directors, donors, Ministries, etc.)
- 9- Knowledge on People management skills that include diplomacy, fostering a team environment, managing consultants, and managing administrative staff



- 10- Ability to work with diverse people, communities, and cultures, with an understanding of cultural awareness practices.
- 11- Strong computer skills with proficiency in Microsoft Office (Word, Excel, and PowerPoint), web based communications, social media, and some basic design software knowledge.
- 12- Understanding of the Countries where SPEDP serve (population, issues, challenges, diversity, political climate, policy drivers, etc.)
- 13- Understanding of SPEDP Program and Geographical focus

#### **Work Environment**

- 1- Travel within Country and occasionally outside the country to attend various meetings.
- 2- Small office environment – willingness to participate in collaborative office duties.
- 3- Fast paced, diverse, and dynamic work environment
- 4- The work is sometimes physical, requiring setting up for meetings, which may require lifting or carrying cumbersome materials, e.g., easels, flip charts, refreshments, brochures, etc. Ability to lift and carry supplies and equipment up to 25 lbs.
- 5- Will require working some evenings and weekends as needed.

#### **Experience, Education, and Training:**

Master's Degree in related field and Five or more years' experience or a Bachelor's degree and five or more years of relevant work experience.

#### **Personal specifications**

Ability to work under pressure, long work hours and high workload.

Excellent communication skills- verbal and written skills.

Self-motivated, honest, highly responsible, and punctual.

Ability to work as part of a team as well as to work autonomously when required.

Ability to constructively address gaps and weaknesses.

*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.*

**Human Resources and Administration Department**

**Support for Peace & Education Development Program**

**Gudele Road Opp Antipas Pharmacy**

**Or Email: [recruitment@spedp.org](mailto:recruitment@spedp.org)**

**For more details, Visit our website: [www.spedp.org](http://www.spedp.org)**

