



#### JOB ADVERTISEMENTS-PROGRAM MANAGER

Position Title:	Program Manager
Department:	Programs-Anisa II
Location:	Yambio
Reports To:	TBC
Closing Date:	March 14 <sup>th</sup> , 2019

**We believe in a world in which every human life is valued, and health and human dignity are shared by all.** We believe that access to quality healthcare is a basic human right. For more than 100 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children and their communities. We're ready to make it 100 more.

**We believe change starts with her.**

We work tirelessly for women's and children's health because they are disproportionately affected by illness and poverty. We know that healthy, educated, and empowered women are better able to raise healthy, educated, and confident children, and that communities depend on their livelihoods. We're making an impact – [learn more](#).

**We believe in people.**

We strive to live out our core values of collaboration, love, excellence and respect every day. We provide our employees with a competitive salary and a meaningful benefits package, with opportunities to learn and grow. We especially encourage all persons of diverse backgrounds to apply. *Read more from our President & CEO below.*

CMMB South Sudan is seeking to recruit Program Manager to provide an overall technical support and leadership for the ANISA II Program implementation.

**Job Summary:**

The Program Manager (PRM) is a new and more senior leadership position created within the CDC-funded Anisa II initiative of CMMB South Sudan (SS). This position reflects the added responsibilities and complexities of implementing the Anisa II using a larger portion of funds channeled through Civil Society Organizations (CSOs), and additional direct M&E/Strategic Information supervision responsibilities, whilst strengthening overall results contribution to the overall CDC SS program. The PRM supervises the Team Leaders and other designated Anisa II staff through providing operational direction, technical leadership and application of desirable program quality standards as both aligned to the expected results of the Anisa II and their contribution to the overall CMMB SS program. The PRM will oversee the coordination and administration of all





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aspects of the ongoing Anisa II including planning, organizing, staffing, leading, and controlling program activities. The chosen candidate will demonstrate a high degree of technical proficiency and experience in oversight of large projects with a focus on improving quality of HIV care, treatment and prevention through facility and community-based activities and TB/HIV collaboration across the program cascade. The PRM will facilitate dissemination of promising practices and lessons learned to contribute to CMMB knowledge management and ensure integration of innovations and best practice. The PRM will demonstrate capacity in the development of robust monitoring and evaluation systems as complemented by meticulous attention to the collection and analysis of data to inform results/impact reporting to the CDC. This person will have proven budget management skills.

The PRM will perform their functions through the following responsibilities and tasks:

#### **Key Responsibilities and tasks:**

##### **1.0 Ensure the effective operational delivery of the Anisa II initiative.**

- 1.1 In consultation with other CMMB management staff, lead on the review and refinement of the Anisa II continuation applications.
- 1.2 Based on the above exercise, contribute to the development of annual budgets and operating plans
- 1.3 Supervise and working closely with the Anisa II SI Manager, ensure that an effective M&E plan and results framework are in place to assess the strengths of the program and to identify areas for improvement,
- 1.4 With the position supervisor, contribute to ensuring that program activities operate within the policies and procedures of the organization
- 1.5 Ensure that program activities comply with all relevant legislation and professional standards
- 1.6 Effective identification, sub-grant management, and capacity development of Anisa II sub recipients to ensure that they contribute expected results to the overall CMMB Anisa II initiative. This will include ensuring the coordination and facilitation of performance improvement technical assistance; provision of accounting and finance support and other institutional support to subgrantees through site visits and scheduled meetings; and visiting of field sites on a regular basis to monitor programmatic and financial performances.
- 1.7 Ensures provision of top-quality HIV services and facilitation of capacity building.

##### **2.0 Supervise staff**

- 2.1 The PRM directly supervises all the Team Leaders, clinical staff, community volunteers and other designated positions as well as working closely with the Strategic Information Manager in the



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Anisa II initiative and in consultation with the position supervisor, and the CMMB SS management, recruits, interviews and hires well-qualified program staff to fill these positions.

- 2.2 Implement the human resources policies, procedures and practices of the organization
- 2.3 Identify training needs and make recommendations for the improved effectiveness of Anisa II staff in the areas of Data quality assurance and control, compliance and accountability.
- 2.4 In coordination with the CMMB HR unit, ensure that all program staff receive an appropriate orientation to the organization and the programs

#### **3.0 Ensure high standards of program quality and control in the Anisa II initiative.**

- 3.1 In coordination with the CMMB NY start up specialist, further develop formats for monitoring the process of donor report preparation using prescribed CMMB and donor formats.
- 3.2 Provide direction to Anisa II staff in gathering information and contributing to development of writing reports; review and further refine in consultation with the CMMB NY start up specialist and PD.
- 3.3 Ensure that the program operates within the approved budget
- 3.4 In coordination with the CMMB SS Support Service unit, ensure that all financial records for the program are up to date
- 3.5 Work with Anisa II and support service staff to provide required information to have relevant procurement and service provider information generated and submitted to CMMB SS finance according to the established timelines
- 3.6 Identify and evaluate the risks associated with Anisa II activities and take appropriate action to control these
- 3.7 Review evaluation findings with immediate supervisor and other Anisa II staff and recommend changes to enhance the initiative, as appropriate
- 3.8 Oversee the collection and maintenance of records on the clients of the program for statistical purposes according to the confidentiality/privacy policy of the organization

#### **4.0 Support the implementation of a robust Anisa II M&E system.**

- 4.1 Ensure the routine project performance monitoring is carried out as per a set projects performance improvement plan;
- 4.2 Monitor and ensure the team leaders and technical advisors are playing their respective role and responsibilities in projects monitoring and data use in project performance improvement;
- 4.3 Coordinate effective partnership of the project staff, advisors, and M&E/SI staff in operationalizing functional Project M&E framework;



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- 4.4 Ensure all administrative and managerial support is provided to the team leaders, advisors, and facility staff to implement their respective task in performance monitoring;
- 4.5 Lead regular project performance discussion with the project team based on the monthly data and use the data for performance improvements and lead the implementation of the decisions and action points generated from the monthly data review and project progress meeting.
- 4.6 Facilitate the technical support and mentorship of sub-grantee staff to improve their performance in collecting, capturing, and analysing project monitoring and using performance data for decision making.

#### **5.0 Support development of new programming opportunities as aligned with CMMB global and SS strategic imperatives.**

- 5.1 The position will work closely with other country office and CMMB HQ staff to advance collaboration, joint programming, and fundraising.
- 5.2 Support development new initiatives to support the strategic direction of the organization in alignment with country office and HQ proposal development protocols.
- 5.3 Along with other CMMB staff, represent in in-country HIV related fora

#### **6.0 Cross-Cutting Program Initiatives and Services**

- 6.1 Lead and support in the planning and implementation of learning meetings and facilitate cross-program learning within CMMB and outside e.g. ICAP ECHO initiative.
- 6.2 Identify, document and disseminate technical and project materials and success stories from field programs, promote uptake more broadly within agency programs and more widely among partners and program community.

#### **Qualifications and experience:**

- Advanced degree in a health-related subject.
- At least 5 years of progressively responsible development experience complemented by programming experience in the areas of HIV AIDS programming
- Geographical experience in Western Equatoria State South Sudan preferred or otherwise in a similar operating context.
- Proven experience planning for and effectively overseeing implementation of program initiatives through local implementing partners.
- Experience working on large US Government projects.



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If you believe you meet the criteria above and would like to work for CMMB-SS, please submit your CV and covering letter to CMMB Office at Stadium Road Plot 98, Nakpangau-Yambio Gbudue State, Juba Office Central Equatoria State, Republic of South Sudan. Or Email [cmmbssouthsudanjobs@gmail.com](mailto:cmmbssouthsudanjobs@gmail.com)

- NB:
- These Positions are open for South Sudanese Only
- Only short-listed applicants will be contacted.
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- Applications once received are not returnable



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