

Vacancy notice



Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programs in the area of emergency response, DRR, health, food security, extractives, security & justice, women leadership and investments.

Cordaid is active in seven States in South Sudan. Presently, Cordaid is expanding its program in different parts of the country. For that purpose additional technical capacity is required. Therefore, Cordaid would like to recruit a Project Manager as detailed below,

Position Title	Project Manager Emergency Preparedness and Response
Duty station	Bentiu

Report to lines

The Project Manager will report to the Programme Manager for Emergency Preparedness & Response, and is based in Bentiu Office. S/he will manage the team in the field.

Purpose of the position

The Project Manager will be responsible to implement a multi-sectorial emergency response & recovery programme. S/he will be responsible for assessment, planning, implementation, monitoring, capacity building, reporting and coordination with UN clusters, local authorities, other key stakeholders and local partners.

Key Responsibilities and Accountabilities:

Programme Management

1. Ensure that program implementation is managed effectively and efficiently (on time and on budget), and in good program quality as per standards and requirements.
2. In collaboration with Programme Officer EP&R ensure that Cordaid humanitarian activities are registered for the following activities - assessment/verification/registration/selection/distribution.
3. Develop and manage a response database which track response time and progress, location, details on the operation activities provided, stock source, distribution partners, disaggregated beneficiary data by number and gender.
4. Lead and update the consolidation of this data in matrixes, maps and graphs to enable Partners and the Cluster to identify progress and priority areas of outstanding need.
5. Update the pipeline database to monitor stock enroute to the county from the national warehouse level in Juba and prepositioned in the field warehouses and released to Partners for distribution.
6. Liaise with community leaders and other sectors and agencies working locally in order to coordinate activities within the FS/WASH sector
7. Work with the local partner(s) to ensure the program implementation is in line with program objectives and budget, and provide necessary support when needed.
8. Ensure compliance with the Cordaid and donor standards for program management.
9. Contribute to the strengthening and maintaining of appropriate project tracking and knowledge management systems for all activities.

Documentation and Analysis

1. Document successes, failures, lessons learned, and stories from the field activities.

2. Conduct surveys, needs assessments, and data and information collection for on-going programming
3. Ensure to submit a weekly and monthly report to the Programme Officer for programme report compilation.
4. Submit feedback and recommendation on findings. Ensure to address gaps identified and suggested mitigation strategies.
5. Provide reporting according to donor and Cordaid reporting standards and deadlines.

Monitoring and Evaluation

1. Provide leadership and capacity building to field based project staff and participating partners.
2. Provide oversight, training, data management support (forms, tools, monitoring systems) and guidance to concerned project staff.
3. Develop the overall framework for the project's M&E systems, in collaboration with the Programme Officer and other staff including baseline, and evaluation surveys.
4. Guide the technical direction of the M&E approach and strategy; lead work related to monitoring and evaluation activities of the project.
5. Ensure accountability of the programme activities and standard reporting.
6. Review project log frame and indicators regularly and suggest changes if required.
7. Develop a tool to periodically conduct a rapid assessment to monitor and determine the context of the emergency response and the continued appropriateness and utility of the emergency response items.
8. Contribute to the development of annual work plans to identify project targets and ensure inclusion of M&E activities.

Representation & Coordination

1. Liaise frequently with UN agencies, cluster and other NGOs working in the assigned area.
2. Be the principal point of contact of the Cordaid County Office and provide oversight on program implementation conducted by Cordaid and local NGOs and other implementing stakeholders.
3. Ensure that local NGOs have opportunities to offer field insights and reflect on program progress and effectiveness.
4. Consult and coordinate activities with international and local NGOs, and private sector businesses.
5. Participate in NGO, INGO, and UN Cluster meetings in the designated area, as and when required.
6. Ensure to present Cordaid activities as directed by the Programme Officer and ensure Cordaid's visibility and activities on the ground.
7. Ensure that operational questions and challenges are addressed by operational research and collaboration with other organisations in the area of operation.

Management activities

1. Ensure team meetings are periodically conducted in the field and priority issues shared at the Programme Officer.
2. Manage staff reporting to this position and are based in the field location and ensure effective delivery of work and manage the staff performance.
3. Impact constant learning and capacity building of the staff in the field and ensure to build on staff skills and proficiency from the gap and needs identified
4. Ensure program staff has regular reflection on progress toward goals, and get insights from the field on the effectiveness of the program's approach
5. Monitor the human resources recruitment of casual staff and the hygiene promoters in liaison with the Human Resources Manager.
6. Ensure human resources contractual issues are as per the South Sudan Labour Act and the donor programme and budget requirements.

Administrative activities

1. Manage project budgets to ensure appropriate spending in accordance with donor commitment and agency policies.
2. Keep track of spending and provide monthly reconciliation. Ensure all financial supporting documents are in place for all transactions.
3. Oversee logistics, including procurement, and other aspects of project administration.



BUILDING FLOURISHING COMMUNITIES

4. Ensure constant communication with the Logistics ER person in Juba for the transfer of the emergency kits and distribution items as per the schedule and emergency response.
5. Oversee the receipt and accountability of the emergency kits and distribution items delivered on the site.
6. Undertake Cordaid work in a manner that upholds the organisational value and integrity, and dignity and value for beneficiaries.
7. Act in accordance with Security protocols and instructions from line Manager
8. Support operationally, with establishments of hubs to do with emergency on various locations across South Sudan.
9. Conduct himself/herself both professionally and personally in line with the Humanitarian Code of Conduct and in such a manner as to bring credit to Cordaid and not to jeopardize its humanitarian mission.
10. Attend to any other duties as directed by the Programme Manger/Officer in Juba.

Qualifications, skills and competencies

1. Degree or equivalent in development, agriculture, socio-economic studies, or related field;
2. At least 5 years' relevant work experience, including 3+ years' experience of managing emergency response and recovery programmes (e.g. food security, WASH, shelter/NFI, health/nutrition, protection).
3. Practical experience in project cycle management and proposal writing.
4. Good understanding of cluster system and experience in coordination with various actors at the field level.
5. Practical experience of working with local partners and community capacity building.
6. Has strength in emergency assessment and strategic planning
7. Strong reporting, analytical and problem-solving skills;
8. Willingness to live in field location with very basic facilities.
9. Excellent English writing and communication skills; and knowledge on Arabic preferred
10. Be diplomatic, culturally sensitive, result-oriented, innovative and a strong team player

Further information and how to apply

Interested and qualifying applicants can submit their application letter including a CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 4 professional references, including most recent/current employer/supervisor to the following email hr.southsudan@cordaid.org

Mention the vacancy reference number in subject line: - (e.g. **CSS009 - 2017 Project Manager EP & R - Bentiu**)

Applications can also be hand dropped at Cordaid main office in Juba located behind the Equatorial/UAP Tower, Just a few meters after the Strome Foundation or in the Bentiu office to the attention of the Cordaid Program Manager at IOM Humanitarian Hub and/or Bentiu State Hospital Office.

Deadline for submission is **before the 31st of May 2017 at 17:00hrs**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply.

Only shortlisted candidates will be contacted.

All applications submitted cannot be returned