



VACANCY ANNOUNCEMENT

Vacancy No: ZOA-SSD-626

About ZOA

ZOA is a Christian international NGO, with its head office based in the Netherlands. ZOA operates in fifteen countries on three continents. We provide relief to people affected by conflict or natural disasters. We contribute to a new perspective of hope in which people work together for a promising future in dignity and mutual trust. Together with the affected communities we work on the recovery of their livelihoods.

ZOA has worked in South Sudan since 1998 and is active in the sectors of FSL, Wash, Community Development and Peace Building with a mix of early-recovery programming where possible and humanitarian programming where necessary. ZOA – South Sudan has offices in three States (Jubek, Boma, Jonglei and will shortly be re-opening offices in the Central and Eastern Equitorias).

ZOA South Sudan is seeking to recruit a suitably qualified **South Sudanese candidate** for the below position:

Position:	Deputy Program Manager
Duty Station:	Juba (with field visit of up to one third of work time).
Reporting to:	Program Manager.
Contract Duration:	12 Months with possibility of extension dependent on performance

Your Challenge

To Deputise for and fully assist the Programme Manager (PGM) in the integral management of ZOA programmes in South Sudan.

Your main tasks and responsibilities

- 🌀 Assist in all Programme activities under the direction of the PGM, including regular field visits up to one third of working time as directed
- 🌀 Assist in the supervision of the administration and financial aspects of programme organisation
- 🌀 Under the direction of the PGM to be responsible for the process of formulating Programme Plans for operations in the Greater Upper Nile and Equatoria Regions
- 🌀 Project Cycle management, including assisting with the formulation of proposals, risk assessment, budgeting, integration within programme planning, writing concept notes and proposals and monitoring within the programme areas
- 🌀 Writing all Programme reports to a high standard and in a timely manner to meet strict deadlines
- 🌀 Manage all affiliate relations and communications by: proactively participating in Humanitarian Coordination Team meetings (cluster); ensuring timely information and finalization of situation reports

- Work with the PGM to ensure the integration of Humanitarian Response(s), Disaster Risk Reduction, in a complementary way that maximizes impact and better utilizes existing staff and partners capacities
- Assess and develop team and Partner security management capacity, particularly its influence on Programme cycle management processes in areas of limited access
- Ensure effective and appropriate security acceptance and protection measures are introduced and maintained in all field and Partner operations
- Produce, assimilate, analyze and use Programme information from varied and diverse sources to provide in-depth analysis and appropriate recommendations related to programming, advocacy, policy, Partner accountability and Partnerships
- Ensure the development of timely concept note/project proposals for humanitarian response(s)
- Participate in country wide programme and knowledge development
- Be prepared to undertake any other reasonable duties assigned by the PGM

Cross cutting Activities

- Gender - Ensure gender is mainstreamed into all Programme, partnership and advocacy activities.
- Peacebuilding – Ensure peacebuilding and conflict sensitivity are included in all activities
- Disability – Ensure inclusion wherever possible
- Partnership -Ensure best practice compliance with ZOA's Partnership policy, procedures and guidelines.
- Ensure excellent internal and external communication, coordination and collaboration.

Code of conduct

- Ensure excellent internal and external communication, coordination and collaboration. Skills and Competence:
- Commitment to the aims and objectives of ZOA
- Commitment to ICRC Code of conduct and Sphere Standards
- Commitment to ZOA gender policies, Child Protection policy, and code of conduct

Skills and Competence

- Education to a Master's degree level preferably in social sciences or international relations
- Minimum of at least 5 years' experience post Masters qualifications in a variety of humanitarian sectors in a developing country, preferably with international NGOs
- Experience of working in a leadership position within a team structure
- Proven skills in managing staff with excellent coordination skills
- Fluent written and spoken English
- Proven programme & project cycle management skills - proposal and report writing skills; monitoring and evaluation skills and experience
- Excellent communication and interpersonal skills;
- Knowledge and experience of emergency and early recovery issues; deep understanding of causes of emergencies, emergency programming and links with policy
- Ability to link with other actors in the emergency and development arenas and represent ZOA effectively
- Ability to analyse and communicate complex information to a wide audience
- Proven knowledge of computerized system; high degree of computer literacy and word processing and spreadsheet skills essential
- Ability to work under pressure, prioritize well and meet deadlines
- Ability to travel extensively, especially to remote areas
- Experience in and the ability to train, coach, mentor staff and beneficiaries
- To play active role in lobby and advocacy on issues related to programmes through personal contacts and co-ordination of allies.

- To produce clear and quality reports (financial and narrative) that demonstrates sound accountability.

Information on application: Qualified and interested candidates can send their application letters & recent CV with names of at least three professional referees not later than **05:00pm** on the **13th December 2017** to: **hr@zoasouthsudan.org** and Copy **pgm@zoasouthsudan.org** - Or hand delivered to our Country office at Nyakuron west; block GII, Plot 85 – on Yei Road; before Imatongas depot just behind the National Security building in Hai Jebel, Juba.

This position is open to South Sudanese nationals only. Female candidates are highly encouraged to apply.

We do appreciate your interest in working with us. However, we regret that ONLY shortlisted candidates will be contacted. Submitted documents will NOT be returned.
