



## Adverts for the Position of Project Manager – Vacancy.

### Organization Description

The Adventist Development and Relief Agency (ADRA) is the global humanitarian organization of the Seventh-day Adventist Church which has been in operation for over 60 years. Through an international network, ADRA delivers relief and development assistance to individuals in more than 130 countries—regardless of their ethnicity, political affiliation, or religious association. By partnering with communities, organizations, and governments, ADRA is able to improve the quality of life of millions through 9 impact areas, namely: Livelihoods and Agriculture; Children; WASH, Community Health; Disaster Response; Economic Growth; Hunger and Nutrition; Social Justice and Gender Equity.

For over 37 years, ADRA South Sudan has been making a difference in individual's lives in one of the most difficult contexts in the world in both development and emergency contexts. In South Sudan, we implement programmes in six thematic programme areas of Education; Primary Health Care; Emergency Response and integrated programming including livelihoods and agriculture; HIV/AIDS; WASH; economic empowerment and gender. Therefore ADRA South Sudan is looking for a competent south Sudanese National to fill the post

Job Title:	Project Manager
Qualifications:	Bachelor's Degree in Education.
Experience:	At least 5 years of experience working for a humanitarian agency in a related field.
Project:	Education in Emergency
Job Location:	Twic/Turalei
Direct Supervisor:	Programs Director.
Date of Issue:	13/6/2018
Deadline for applications:	6/7/2018

### Job Summary:

This position is responsible to carry out the followings.

- Proper planning of project activities.
- Timely implementation of the project in line with the LFA, budget, work plan and project document ensuring value for money.
- Timely reporting of project progress.
- Regular monitoring of project activities

### Duties & Responsibilities

- Plan and execute project activities in line with the project document, LFA, Work plan and budget.
- Facilitate the rehabilitation and construction of school infrastructure according to government standards.
- Organize training of teachers and volunteers in child centered methodology, psychosocial support, importance of education and peace education.
- Facilitate the provision of learning and teaching materials.
- Coordinate with local authorities in planning, implementation and monitoring of project activities.





- Supervise and guide Education\_officers in executing their duties in schools.
- Participate in the review of core project documents (log frame, result matrix, activity charts, and M&E forms).
- Support project staff (whether in form of trainings, reviewing of M&E forms, etc.).
- Ensure that all field trips by staff are appropriately documented; data (from FGD and other forms of data collection such as meetings with community, teachers and children) captured, analyzed and reported).
- Provide data analysis of project targets achievement, impact and challenges.)
- Review and keep updated information of the project activities (weekly, monthly, quarterly, bi-annual, and annual).
- Conduct regular visits to all implementation sites within the project area.
- Provide timely, clear, and consistent, project-related communication to all members of the Project team.
- Represent ADRA at the state level and where necessary.
- Conduct bi - annual staff appraisal.
- Ensure project records are kept up – to - date in both hard and soft copies.
- Inform and discuss with accountant/programs department concerns of under or over spending/burn rates and ensure that financial reports are timely and field activity cash is regularly replenished.
- Provide management with signed copies of monthly staff timesheets.
- Facilitate monthly staff meetings.
- Provide consistent, accurate and reliable weekly, monthly, quarterly, bi-annual and annual reports where necessary.

| To undertake any other relevant duties as may be assigned from time to time by supervisor.

#### **Common Accountabilities**

- Work closely with the teams across all the projects of ADRA South Sudan.
- Supports colleagues in delivering the organization's objectives, including assisting in events and initiatives that fall outside the direct responsibilities of this post.
- On behalf of the Programs Director, represent ADRA South Sudan on internal or external in networking and coordination meetings.
- Perform any other reasonable duties and tasks as requested by the or Project Manager

#### **Qualifications and Experiences - Essential**

- Bachelor's Degree in Education
- Extensive Experience in education, life skills and peace building
- Strong written and verbal communication skills in English with demonstrable skills in building others
- Advanced computer skills, particularly MS Office
- Verifiable Capacity Building and report writing skills
- Well-organized and resourceful in planning, problem-solving and implementation
- A team player, flexible, quick-thinker and able to work well under pressure and with minimal supervision
- Extensive knowledge of the context of Education trends in South Sudan
- Commitment to the ADRA's vision, mission, values and principles.

#### **Instructions for applications:**

All application shall be addressed to HR Units – ADRA South Sudan P. O. Box 247 Juba C/O SDA Compound in Munuki.

Only suitable and qualified South Sudanese nationals are highly encouraged to apply.



A CV of 4 pages less coupled with a one cover letter is acceptable.  
Hard copies applications can be dropped in our main office in Munuki.  
Shortlisted candidates will be notified of the formal interview.  
ADRA South Sudan is an Equal Opportunities Employer”  
Women are encouraged to apply

