



STEWARDWOMEN
Juba Na Bari, Plot No. 60, Bilpam Road, Juba
stewardwomen.jobs@gmail.com

RE-ADVERTIZED

Date: 15th June, 2017

Position: **Program Manager**

Introduction:

STEWARDWOMEN is an indigenous South Sudanese women organization founded in 2009 to address the problems of sexual and gender based violence; lack of access to justice by women; lack of participation of women in leadership and decision-making and poverty among others. It is registered as a not for profit non- governmental organization with the government of South Sudan in 2009. Our vision is a South Sudanese society "free from the violations of the human rights of women and children". Our mission is "to develop, shape and empower South Sudanese women to advocate for policies that foster equal economic opportunity and secure human rights for women and children".

Our 2015-2017 strategic intervention areas are; 1) Access to justice; 2) Legislation and law reform; 3) Psychosocial support to GBV survivors; 4) Protection of adolescent girls in schools; 5) Women leadership and empowerment; 6) Governance/peace building.

We are a member of the Solidarity of African Women's Rights [SOAWRS] that campaigns for the ratification and/or domestication of the Protocol to the African Charter on Human and People's Rights on the Rights of Women in Africa [Maputo protocol]. We are also the lead agency of a national coalition of 25 CSOs that advocates for the ratification of the Maputo protocol in South Sudan. Our field offices are located in Romich in Tonj East county [Tonj state] and in Nimule in Magwi county [Imatong State], and a national coordination office at Juba Na Bari, Plot No. 60, Bilpam Road, Juba. We are in search of a dedicated candidate who shares our vision and mission as a **Program Manager** to be based in Juba Head Office.

Key roles and duties of the post-holder:

Under the supervision of the Program Director, the key roles and duties are but not limited to the followings;

- Ensures all project activities are conducted in accordance with agreed work plan and proposals,
- Supervisor to all program Officers of the organization.
- Compile project field reports submitted by the field staff on monthly bases and submit it to the Donor.
- Monitor field activity progress.
- Ensures information sharing and coordination of project activities with relevant staff, Local government authorities, stakeholders and maintaining contact with donors in strategic project implementation
- Manage organization social media accounts namely face book, twitter etc.
- Identify needs for capacity development of staff and project beneficiaries
- Support the program Advisor in identifying and developing fundable project proposals and concept notes.
- Manage day today staff concerns and encourage high motivation
- Any other duty assigned by her supervisor or representative and those desirous by the nature of her job.

What kind of person are we looking for?

- Very excellent mobilization skills.
- Knowledge and/or experience of small enterprise development.
- Excellent analytical skills and a methodical approach to work.
- Diligence and attention to detail.
- Excellent written communication skills with clear and concise reporting style.
- Pro-active approach and ability to work unsupervised but also as part of a team.
- Creative and solutions-oriented thinker.
- Ability to communicate with a diverse range of people at different levels.
- Ability to proactively identify and respond to problems arising.
- Experience of working with tight deadlines and ability to remain calm under high pressure.
- A Bachelors Degree in; Law, Political Science, Sociology, International Relation and Diplomacy, Project planning and Management or any other related field from a reputable University or College.
- At least 3-5 years' experience in a similar position working with vulnerable people especially with NGO is strongly preferred
- Must have a good command of English language in both spoken and written, ability to speak Arabic and any other language(s) spoken in the project areas will be an added asset.

Assumption of Duty:

This position is to be filled by July, 2017. Note that only the shortlisted candidates shall be contacted for Interviews

Submission of Application:

This position is **ONLY** open to qualified **South Sudanese Women** and also qualified Women within the East African Region. If you meet the above requirements for this position, you are asked to submit your updated resumes, contacts of three previous supervisors and photocopies of relevant academic papers, past experiences and nationality documents/passport to the following e-mail address: stewardwomen.jobs@gmail.com or hand delivered to:

*"Human Resources & Administration Officer, STEWARDWOMEN,
Juba Na Bari, Plot No. 60, BILPAM Road, Juba, near Equity Bank, Munuki Branch, behind Mabili Petrol Station"*

Please indicate the position applied for in the e-mail subject line and or Indicate the position applied for on the envelope.

Applications should be submitted latest, Friday, 28th June, 2017 before 5.00 p.m.

