



**ADRA**

ADVENTIST DEVELOPMENT  
AND RELIEF AGENCY  
SOUTH SUDAN



Munuki SDA Compound  
P.O Box 247  
Juba, South Sudan

## JOB DESCRIPTION

<b>Job Title:</b>	PROJECT MANAGER (GFD/FFE/CGD/FFA)
<b>Qualifications:</b>	Bachelor's Degree in Social Sciences, Development Studies or any other relevant field of study. A Master's degree in these areas will be an added advantage
<b>Experience:</b>	At least 2 years work experience managing or team leading project(s), preferably in humanitarian agencies with a bias towards emergency food aid.
<b>Job Location:</b>	Juba, or Upper Nile – Nasir, or Warrap, or Kapoeta or Jonglei or Western Equatoria, South Sudan
<b>Direct Supervisor:</b>	Food Security and Livelihoods Coordinator

**Job Summary:** The Project Manager (GFD/FFE/CGD/FFA) is responsible for managing the operations and functions of one or more of the Food assistance projects which are **General Food Distribution, Food For Education, Conditional General Food Distribution and Food for Assets**. This is a Senior level management role to ensure that ADRA's Food Security programming including designing, implementation, monitoring, reporting and accountability standards are maintained with quality while providing necessary leadership, technical assistance and capacity building for the staff working in food Security and livelihoods. The Project manager will work as a counterpart to his/her Supervisor, the Food Security and Livelihoods Coordinator.

Areas of focus include planning, implementation, logistics, reporting and accountability, of the commodity program including non-food items (NFI) where there may be need.

The Project Manager will also support in coordinating with the donor, government, other humanitarian players and any other relevant stakeholder in the Food Security sector at his/her level.

### Duties & Responsibilities:

1. Work with Commodity Officers/Agriculture Extension Officers/Infrastructure Officers/Supervisors and Food Monitors to ensure the smooth and efficient operations of the Project/s so that the program team has a clear understanding and adequate capacity to fully perform their duties under the project. Where necessary offer technical support.
2. Produce and manage a shared Detailed Implementation Plan.
3. Carryout Community consultation meetings (such as CBPP where applicable) and produce agreed and documented Community Action Plans.
4. Ensure that Community based Project Management Committees (PMCs) or BMCs (where applicable) are in place, trained and functional.
5. Work with logistics and accountant in following ADRA procurement procedures to ensure that project supplies, and needs are procured in time.
6. As a budget holder, monitor expenditure and approve it in line with the FLA and the agreed budget.



7. Work with staff and counterparts in the identification of needs, program design and planning for appropriate food assistance responses.
8. Assist in proposal development for Food Security projects and any other as may be required.
9. Calculate monthly food requirements and prepare distribution plans and food delivery plans that are submitted to WFP as agreed. Closely follow up the implementation of these plans.
10. Work with the relevant WFP personnel to ensure timely and correct delivery of commodities to the FDPs for timely distributions.
11. Attend coordination meetings at WFP and actively represent ADRA in any Food Security coordination or cluster meetings at State and Country levels.
12. Ensure that all food received at all distribution points gets to the correct beneficiaries in the correct quantities and that all is accounted for.
13. Ensure that all reports are ready by their due dates whether weekly, monthly, quarterly and end of project and are submitted to the FSL Coordinator and the Donor as per given timeline, working with the Commodity Tracking Systems Officer to do so.
14. Hold monthly post distribution lessons learnt meetings with staff to identify problems, receive / provide feedback to improve the way ADRA handles and accounts for distributions.



#### Performance Indicators:

1. Meet at least 80% of project work plan indicators.
2. Complete at least 80% of planned field activities.
3. Ensure timely submission of all reports.
4. Ensure budget expenditure is not over or under utilized
5. Time management
6. Team work and developing others
7. Interpersonal and communication skills.
8. 100% coordination meetings are attended.

#### Other Valued Criteria:

1. Willingness and flexibility to work as the leader of a team.
2. Willingness to work in circumstances with limited comfort.
3. Social and cultural understanding.
4. Computer literate with good working knowledge of word processing, PowerPoint, Excel spreadsheets and email software programs. .
5. Fluence in spoken and written English required.
6. Excellent written and verbal communication and interpersonal skills.
7. Planning and organizing.
8. Technical and analytical skills

Applications should be addressed to [jobsadrass@gmail.com](mailto:jobsadrass@gmail.com)

Date of Application Post: 27<sup>th</sup> April,2018

**Deadline for application is Friday the 10<sup>th</sup> May 2018 at 5:00 PM**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature and Date

**NON-COMPLIANCE TO THE ABOVE MENTIONED DUTIES AND RESPONSIBILITIES, MAY RESULT IN THE EMPLOYEE BEING REPRIMANDED, ISSUED WITH A WRITTEN WARNING**

**OR CONTRACT BEING IMMEDIATELY TERMINATED.**

**THIS JOB DESCRIPTION IS SUBJECT TO CHANGE AT ANY TIME, ON MUTUAL AGREEMENT BETWEEN THE ADRA ADMINISTRATION AND THE EMPLOYEE, AS NEED MAY BE BETWEEN EMPLOYEE AND ADRA.**

