

Vacancy Announcement
Project Manager_AES

Approved
DIRECTORATE OF PUBLIC SERVICE
22 MAY 2017
23/5/2017



<p>Organisation & programme information</p>	<p>Caritas Switzerland (Caritas) is a non-governmental aid agency and a member of Caritas Internationalis. Caritas works worldwide and adheres to international humanitarian principles (NGO code of conduct). Caritas encourages people to take charge of their own fate and does this by promoting local initiatives that sustainably improve the living conditions of the socially disadvantaged, advocating the conservation of natural resources, supporting civil conflict resolution and peace building, cooperating with local partners and strengthening their own commitments.</p> <p>Caritas works in Eastern Africa and the Horn of Africa with a focus on education, strengthening of civil society, food security and water, hygiene and sanitation. We operate an office in Nairobi, have a Country Office in South Sudan (Torit) and a Representative in Ethiopia (Addis Ababa).</p> <p>In South Sudan, Caritas implements comprehensive recovery projects to provide basic services that aim at increasing access to quality education, improve food security as well as improving access to, and use of safe water by the beneficiaries. Among others, Caritas builds water catchments and has a strong focus on sanitation and hygiene education and as well as teacher training, strengthening of parents/teachers associations and water management institutions.</p> <p>Caritas is currently seeking a Project Manager _ AES for the EU funded project "Increasing Access to Learning for out-of-school youth through Alternative Education Systems (AES)". The project period is currently until the end of 2018. The position will lead a team of three Project Officers and maintain close cooperation with implementing partner organizations.</p>
<p>Position</p>	<p>Project Manager_AES</p>
<p>Workplace</p>	<p>Torit, Eastern Equatoria State (with frequent travel to project sites within EES)</p>
<p>Starting date</p>	<p>asap</p>
<p>Duration</p>	<p>6 months, extendable</p>
<p>Key tasks & responsibilities</p>	<ul style="list-style-type: none"> • General management and supervision of all project activities including implementation of planned activities in accordance to the time plan • Oversee the technical flow of all project activities and inputs in line with the methodology and with regard to the provision of technical support to the project staff and partner organisation; • Strategic planning and monitoring of activities as per outline action plan. This includes the transfer of financial information in the budget formats and expenditure plans as well as the alignment of the objectives with work plans and time frames of the project cycles; • Development and monitoring of the selected strategic approaches to assure a smooth and efficient implementation of ALP project; • Analysis and evaluations of the collected data with respect to project objectives and goals; • Assuring the smooth setup of the project relevant M&E system in close coordination with the relevant PM&E Officer; • Writing and compilation of information of the ALP project; • Close contact with relevant stakeholders of the education sector and other operating projects; • Submission of the monthly reports to the management; • Support and participate in both baseline survey and pilot phase for pastoralist Education in greater Kapoeta region;

	<ul style="list-style-type: none"> • Attend project steering committee meeting every quarter and document key resolutions made; • Plan and prepare interactive radio talk shows with key stakeholders; • Participation in Education cluster meetings on the state level;
Essential requirements & qualifications	<ul style="list-style-type: none"> • Bachelor degree in Education or related field, preferable Master Degree, with considerable experience in project management, (proven work experience in the respected field will be recognised) • Proven work experience in the delivery of education projects • Experience of working with internationally-funded programmes, including coordination, reporting and monitoring according to different donor templates (e.g. EU); • Strong (financial) project management, analytical, reporting/writing and problem-solving skills; • Experience in working in security sensitive environment in complex (post)conflict situations; • Advanced level in computer literacy (Word, excel) and confident application • Experience in team management • Experience in working with faith-based / church organisations is an asset; • Excellent English language writing and communication skills • South Sudanese nationality • Good ability to solve challenges and work solutions; • Excellent working networking, communication and inter-personal skills; • Flexible, innovative and sensitive to cultural values; • Excellent communication and interpersonal skills. • Diplomatic, reliable, disciplined, honest and motivated.
Application	<p>Interested and qualified applicants can submit their application containing qualifications, experiences and career ambitions match the requirements of this position latest by 6th June 2017 to southsudan@caritas.ch indicating “Project Manager _AES” on the subject line,</p> <p>Application documents should comprise of:</p> <ul style="list-style-type: none"> - a Curriculum Vitae (CV) that contains details of your qualifications, experience, present position, current remuneration, earliest date of availability, in English - a letter of motivation for the position - Names and telephone contacts of three referees, including previous and current direct supervisors. <p><i>Only shortlisted candidates will be contacted, female candidates are strongly advised to apply.</i></p> <p><i>Caritas Switzerland in an equal opportunities employer and women are strongly encouraged to apply.</i></p> <p><i>All applications submitted cannot be returned.</i></p>
Website	www.caritas.ch

