



South Sudan Program

JOB OPPORTUNITY

Position: Project Manager (1 Position)

Location: Juba

Job Summary:

The Senior Project Manager will be responsible for managing project operations and activities in Jonglei and Lakes State, as well as supervising respective State Project Manager and Program Officers. S/he will also coordinate closely with state-level partner organizations. The Senior Project Manager will strategically guide and take leadership in advancing the integration of Trauma healing initiatives within the Reconciliation for Peace in South Sudan Project and ensuring technically sound decision-making processes at respective field level locations. This is in addition to ensuring the implementation of all program activities related to other project Strategic Objectives. She /he will provide oversight for program activities, team building and the creation of local and national partnerships. In collaboration with the Project Director, She/he will ensure that an effective monitoring system is in place in relation to program activities, budget allocations and financial expenditures in Jonglei and Lakes State.

SPECIFIC RESPONSIBILITIES:

1. Project Implementation

- Take leadership in the implementation of all trauma healing initiatives, including in project and activity design, planning, budget management, integration with other CRS projects and in project performance evaluations.
- Manage the partnership between CRS and the Religious Superiors Association of South Sudan (RSASS) in the implementation of trauma healing initiatives.
- Mentor and facilitate RSASS projects and activities against agreed implementation frameworks
- Support the State Project Manager and Project Officers in ensuring the delivery of quality training, technical assistance and administrative and financial support to all partner organizations, including the selection and coordination of consultants.
- Monitor and review projects in Jonglei and Lakes state against committed implementation timetables
- Monitor spending and provide overall financial management of project funds in Jonglei and Lakes State.
- Facilitate the implementation of monitoring activities and processes according to the project's Detailed Implementation Plan and MEAL system.
- Collaborate with the Project Director in the completion of the annual MEAL procedure self-assessment for the project and develop an action plan to advance MEAL practices in the project.
- Ensure that CRS program quality standards, particularly integration of peacebuilding, governance and gender and agency core competencies such as MEAL, are adhered to within this project.



2. Representation and External Liaison

- Represent CRS in meetings with local administration officials, local church partners, the UN, local and international NGOs and communities on key project issues in Jonglei and Lakes State.
- Ensure regular communication and consultation with and amongst project grantees in Jonglei and Lakes and with other field locations
- Take a lead in providing monthly peace and conflict analysis of the programming context in Jonglei and Lakes State.
- Ensure adherence to established project communication protocols at the field level.

3. Operations and Human Resources

- Supervise and Manage staff performance for the following staff; State Project Managers and Project Officers for Jonglei and Lakes State.
- Ensure oversight of CRS field operations in Jonglei and Lakes State in relation to the project, including day to day operations, administration, logistics, procurement, budgeting, financial accounting and program monitoring.
- Manage Field Level Offices and staff in Jonglei and Lakes State and ensure CRS assets and property safety.
- Oversee staff recruitment in cooperation with the human resources manager and the project management team, ensuring that program operations comply with South Sudanese labor laws.
- Ensure compliance with CRS administrative requirements in cooperation with the grants, finance and procurement department.
- Ensure the safety and well-being of project staff, being the focal point for staff based in Lakes and Jonglei States and liaising with the technical teams for the smooth running of the project.

4. Monitoring, Evaluation, Accountability and Learning Competencies

Manage human resources in a way that optimizes the quality, effectiveness and utility of MEAL systems through any three of these behavioral indicators:

- **Monitoring:** Facilitates the use of monitoring data during quarterly participatory reflection events and other fora with partners and other stakeholders to inform project decisions.
- **Evaluation:** Facilitates the use of evaluation and review results with partners and other stakeholders to inform decision-making and to identify lessons learned and promising practices.
- **Accountability:** Actively seeks and responds to feedback from all members of targeted communities and other stakeholders.
- **Analysis and critical thinking:** Makes informed decisions based on: key findings, trends, comparisons between sub-groups, and by making explicit important assumptions.

5. Agency-wide Competencies (for all CRS Staff)

These are rooted in the mission, values, and principles of CRS and used by each staff member to fulfill his or her responsibilities and to achieve the desired results.

- Serves with Integrity
- Models Stewardship
- Cultivates Constructive Relationships
- Promotes Learning

QUALIFICATIONS:

- A Bachelor's degree is preferred, in the Social Sciences. I.e. International Development, Conflict Resolution, Reconciliation, Governance, Peace Studies, International relations or any other related field
- Minimum 3-4 years' experience in a relevant field with a strong focus on partnering with Faith Based and Civil Society Organizations
- Proven leadership and inter-personal skills and an ability to build and motivate diverse and talented teams for a major project
- Demonstrated ability to mobilize teams and lead strategic initiatives.
- Ability to represent CRS at high level coordination meetings with senior management, donors, local government, UN, and other international NGOs.
- Excellent writing skills;
- Good strategic planning skills;
- Computer efficiency in Word, Power Point, Excel, and Outlook;
- Ability to build capacity, lead and mentor, effectively supervise and develop strong working relationships with senior national and international staff.
- Proficient in English (speaking, reading and writing ability) required; Arabic speaking and reading capability favored. Knowledge and use of local languages will be an added advantage.

KEY WORKING RELATIONSHIPS:

Internal: Project Director, Program Coordinator, MEAL Officer, Capacity Strengthening Officer, Gender Advisor, Deputy HoP and HoP, CRS Country Representative and other Country Program staff, East African Regional Office (EARO) Deputy Regional Director for Program Quality, CRS Regional Technical Advisors (RTAs).

External: Project Advisory Board, The South Sudan Council of Churches, the Committee for National Healing, Peace and Reconciliation (CNHPR), Host Country Government Officials/Ministries, Church and civil society Partners, local/international NGOs, other funding agencies.

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties and responsibilities associated with the position.

Application Submission:

Interested Candidates should submit a **Non-refundable** application letter and CV together with the names of three professional referees not later than **February 15th, 2018**. **Only short-listed candidates will be contacted.**

Address your application letter and CV to. **Human Resource Department**, Catholic Relief Services

South Sudan program, Juba Office or by E-mail: southsudanvacancies@crs.org