



VACANCY ANNOUNCEMENT

Position:	TVET Project Manager
Department:	Programme
Supervisors:	Head of Programs
Location:	Juba & Lainya
Working Schedule:	According ACROSS SC Schedule
Deadline for submission:	By 7 th March, 2018
Nature of Contract:	Fixed Contract

Position Summary

Provide strategic leadership, coordination and management support in planning, budgeting and implementation of the EU project “Strengthening civil society and enhancing technical and vocational education and training (TVET) for youth employment” in South Sudan former Central & Western Equatoria State (Juba, Kajokeji, Lainya, Yei). Built capacity and ensure technical capacity is adequate among the project staff.

JOB FUNCTIONS

1. Provide Leadership, Managerial and technical guidance to the EU project “Strengthening civil society and enhancing technical and vocational education and training (TVET) for youth employment” in South Sudan former Central Equatoria state (Juba, Kajokeji, Lainya, Yei).
2. To Supervise and provide (on-the-job) capacity building to the project assistant and TVET tutors in areas of project management, reporting, Monitoring etc.
3. Facilitate timely monthly progress reporting of project activities to the Head of programs and respond effectively to information needs from Consortium Lead. (NRC)
4. To coordinate and facilitate surveys/assessments, evaluations and partner/donor visits to the project area (in co-junction with the Head of Program and projects Specialist)
5. Participate and represent ACROSS in the Location project management team meetings.
6. To work collaboratively with TVET project consortium partners to strengthen TVET activities in the project location.
7. Oversight of the human resources within the project including staff development and training.
8. Promoting innovation and creativity in the development of TVET program activities.

PERSONAL SPECIFICATION

QUALIFICATIONS

- ◆ Degree in Projects Management.
- ◆ Graduate in Technical and Vocational Education Training

EXPERIENCE REQUIRED

- ◆ Extensive experience in TVET project management and trainings.
- ◆ Three years’ work experience in project planning, management, reporting with NGOs/INGOs and TVET work in Africa especially South Sudan.

PERSONAL SKILLS/ATTRIBUTES REQUIRED

- ◆ Strong TVET project management skills, motivation and with capacity to act with firmness

9. Ensure appropriate recording and administrative processing of requests/ inputs received by and from Government authorities, donors or other consortium partner organizations.
10. Maintain a supply and assets registry as office equipment, vehicles, communication gadget, and fixtures in project location and prepare reports on monthly basis.
11. Arrange meetings on weekly and monthly basis on project matters participate in the preparation of new or revised procedures and practices on project related fields and prepare correspondences as required.
12. Liaise with the location Administrators on all official project staff/consultant and visitors travel and accommodation arrangements and assist in office reception responsibilities.
13. Maintain excellent relations and communications with ACROSS staff, partners and government (State and National).
14. May be required to carry out specific administrative operations and other related duties by management.

QUALIFICATIONS

- ◆ Bachelor's degree/ Diploma in a relevant area such as Business Administration and Management, and communication. Technical Vocational Education Training skills are an added advantage.

EXPERIENCE REQUIRED

- ◆ Two years of progressive responsible project or administrative experience, of which at least one year closely related to support of project activities.
- ◆ Experience in logistics and planning operational activities.

PERSONAL SKILLS/ATTRIBUTES REQUIRED

- ◆ You must be a born again, committed Christian
- ◆ Strong negotiation skills with capacity to act with tact and diplomacy.
 - ◆ Proven ability to communicate effectively in different cultural/social environments.
 - ◆ Ability to collaborate/communicate with all relevant stake-holders involved in TVET work
 - ◆ Demonstrated organization and managerial skills.
 - ◆ Very high degree of flexibility.
 - ◆ Valid Driving license and relevant driving experience
 - ◆ Excellent in MS applications, Power point, Excel, e-mail & internet

LANGUAGE REQUIREMENTS:

Excellent written and spoken English., Knowledge of local south Sudanese and Juba Arabic Arabic is an added advantage

HOURS OF WORK: 8.30 am to 5.30 pm Monday to Friday

If you believe you meet the above qualifications, please send us ONLY your copies of CV, Cover Letter and a written Christian Testimony to ACROSS head office near UNHCR off Ministries or by email to hrmanager@across-ssd.org , acrossinfo@across-ssd.org and copy projectspecialist@across-ssd.org not later than 7th March 2018

- **Applications without written Christian Testimony will not be considered**
- Female candidates are encouraged to apply
- Only shortlisted candidates will be contacted
- This Vacancy is open to South Sudanese ONLY
- New Nationality ID is a MUST
- Applications once received are NOT Returnable
- Must be a Born-Again Christian (Committed Christian)
- Do not attached copies of your Certificate