

Plot No. 135, Block AX111 Off Stadium Road, Opposite the Old Cemetery, Hai Malakal, Juba

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| Job Title | Program Manager | | |
| Program | South Sudan Program | | |
| Duty Station | Juba Country Office | | |
| Expected Start Date | 1 st April 2016 | Duration | 9 months with possible extension |
| Report to | Country Director | | |
| Candidature | Open to all including qualified female candidates | | |
| Application Closing Date | 10 th March 2016 | | |

A. Organizational Background

Vétérinaires Sans Frontières- Suisse (VSF Suisse) is an international NGO working in South Sudan since 1995, with geographical focus in Northern Bahr el Ghazal State (Aweil East, Aweil West, Aweil Centre and Aweil North Counties), and Unity States (Panyinjar, Leer, Mayiendit, Koch, Guit, Rubkona, Mayom, Abiemnom and Pariang Counties). VSF-Suisse focuses on preventing and alleviating suffering, disease, and hunger, and contributing to socio-economic development and sustainable environment, in areas where livestock, agriculture and related issues play, or could play an important role in improving peoples' livelihoods, food and nutrition security and resilience. VSF-Suisse endeavours to provide communities with holistic management approaches to livestock issues including: healthcare, production management, marketing support and veterinary public health. VSF-Suisse promotes innovative service delivery approaches including: capacity building of livestock keepers and farmers through pastoral/farmer field schools; integrated crop and livestock production technologies as sustainable means of increasing productivity and community-based animal health system through training of CAHWs, support to cold chain system and establishment of private veterinary pharmacies model for sustainable animal health services delivery. VFS Suisse mainstreams and integrates cross-cutting issues such as environment, protection, gender and HIV / AIDs in its program strategies. VSF Suisse integrates and applies the principles of Conflict Sensitivity, Do No Harm and Accountability to Affected Populations in its programming.

B. Key Responsibilities

The position requires a charismatic, dynamic, articulate and highly skilled individual with exceptional ability and capacity to provide all rounded support to the management of the country programs in a busy and highly fast paced environment. Based in Juba and with frequent travels to field project sites, and under the direct supervision of the Country Director, and working in close collaboration with the Projects Team Leaders and Country Office Management Team, the Program Manager shall undertake the following duties:

- Support the design and strategic development of the overall country program in accordance with the organization's strategic plan, the national government development and donor priorities that effectively responds to and addresses the critical short term emergency and long term development needs of target beneficiaries.
- Support fundraising efforts and program portfolio development through effective liaison, coordination, networking and communication with potential donors, partners, counterparts and target beneficiaries.
- Effectively participate in the development of projects concept notes and proposals development
- Ensure strict adherence to program management compliance issues, including guidance and technical backstopping to field project management teams on quality program implementation through field visits.
- Coordinate, collaborate, cooperate and liaise with the country and field level program management teams to ensure effective follow up on all issues relating to field program implementation through effective communication, information management and timely response actions.
- Lead and supervise field assessment missions to identify and prioritize needs and programming opportunities
- In cooperation with the Team Leaders, ensure timely preparation and submission of quality country program reports, project specific reports and any other thematic reports
- Lead in the preparation of thematic presentations, articles, publications and other such materials as may be necessary for enhancing learning and raising the profile of the organization's work

- Link up with the Finance Department and closely follow up on project specific budgets and ensure timely planning on project implementation and prudent budgetary control
- Support the development of Terms of References for open technical staff positions and scheduled consultancies and other such contracts, agreements, memorandum of understanding etc in line with the requirements
- Support the development of effective M & E tools and ensure their application in collection of quality program data, safe management of a central data base and reporting in conjunction with the MEALS Officer.
- Support program procurement processes and procedures in close cooperation with the Operations Team to ensure quality supplies and adherence to laid down procurement procedures in line with program requirements.,
 - Induct, guide and supervise the work of short term consultants and intern in line with their terms of references and support the review and finalization of consultancy reports.
 - Represent VSF Suisse in key technical thematic and cluster coordination meetings, government partners and donor meetings in Juba and support the work of cluster thematic groups and other initiatives relevant to the organization's programming strategies, notably the FSL and Protection Clusters.
- Act on behalf of the Country Director and attend to other pressing program related matters as may be assigned from time to time.

C. Core Competencies and Qualifications Required

Essential

- Advanced University degree qualification in Animal Sciences / Animal Production with extensive working knowledge of Livestock Livelihoods in emergency settings is a MUST. Masters degree is highly desirable.
- Candidates with post graduate qualifications in Project Management and or Agricultural Economics will have an added advantage.
- At least 5 years of progressive experience in NGO work in South Sudan at the middle to senior management levels is a MUST.
- Excellent working knowledge of a variety of donor funds management and reporting requirements
- Ability to establish priorities, plan, coordinate and effectively execute functions under pressure with minimal supervision to meet tight deadlines
- Excellent communication (spoken and written English) skills, ability to prepare and present information and prepare written documents /communications in a clear and concise style.
- Excellent ability to make presentations, articulate issues and negotiate on sound options, defend positions and recommendations will be highly desirable.
- Excellent ability to be creative, proactive, flexible and adaptable in delicate and challenging circumstances is highly desirable
- Excellent computer skills, proficiency in various computer software packages including word processing, spreadsheet and internet applications; familiarity with database management desirable.
- Excellent interpersonal skills and ability to establish and maintain effective working relationships with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Excellent organizational, managerial and report writing skills.
- Willingness and commitment to strictly adherence to organizational rules, regulations, guidelines and code of conduct

Desirable

- Working knowledge of South Sudan
- NGO Program Management experience in similar position will be highly desirable
- Command of Arabic language shall be an added advantage
- Must be a team player with positive attitude towards learning and supervision and ability to mentor, coach, guide and supervise subordinate staff
- Man or woman of integrity –honesty and good moral standing
- Ability to travel on short notice, manage tight deadlines and cope with life in remote, harsh and mostly risky environments

D. Application Procedure

Interested candidates should **strictly** submit to the e-mail address jubarecruitment@vsf-suisse.org the following application documents:

- Application Letter (not more than one page)
- Detailed CV indicating e-mail and telephone contacts and at least three referees (max 3 pages)
- Motivation Letter (one page) detailing previous experience and relevance to position

- Scanned copy of National ID/Passport
- Scanned copies of Academic Certificates, Testimonials and Recommendation Letters

The application e-mail should indicate on the subject line the Job Title. Only short-listed candidates will be contacted for interviews. Closing date for receiving applications is 10th of March 2016 by 17.00hrs.

NB: Canvassing for the position through proxies or by exerting undue influences and pressures shall result in automatic disqualification.