



50-11-3  
Approved by Sector Inspector  
M. J. 1855/JI  
08/06/2022



Recruiting for....  
Head of Organizational Developments,  
Life Institute Center (LIC), Republic of South Sudan

**Background**

Life Institute Center (LIC) is a registered National NGO in South Sudan. LIC is a non-profit and non-political organization with a mandate to help bring relief (as the name suggests!) as well as to protect the lives of those threatened and or affected by natural disasters, conflicts or poverty (in its widest sense!). LIC works with diverse local communities taking into account cultural diversity, conflict sensitivity and without any distinction of origin, religion or gender.

LIC is looking to fill the **Head of Organizational Developments** position based in Juba with regular field visits.

JOB TITLE:	Head of Organizational Developments		
REPORTS TO:	Executive Director/Board of Directors	Duty station:	Juba
CONTRACT DURATION:	Five (5) Months with possibility of extension	TYPE:	Full-time
OPENING DATE:	8 <sup>th</sup> June, 2022		
DEADLINE OF SUBMISSION:	8 <sup>th</sup> July, 2022		
NATIONALITY	South Sudanese and Other nationalities		

You will be under the supervision of the Executive Director, as part of the LIC Mission Team and you will directly be supervising the Sector Technical Leads as well as Field Coordinators. You will work closely with the Head of Operations, HR Manager, Procurement and Logistics Head...among other senior staff. You will be in charge of providing the overall leadership and strategic direction of LIC program operations in South Sudan.

**Job Summary**

The Head of Organizational Developments will be responsible for the overall programs design, management, coordination and representation of LIC in various working forums and groups.

- ✓ Minimum Qualification: Bachelor, Relevant Masters Preferred
- ✓ Experience Level: Senior level
- ✓ Experience Length: +5 years
- ✓ Working time 100% 40 Hours a week
- ✓ Closing Date Application Friday, 8<sup>th</sup> July, 2022

The position holder will have a lead in the oversight, implementation, guidance and quality of the projects implemented by LIC and her partners across South Sudan. The projects are mainly emergency/ humanitarian response and some other long-term development projects mainly focused on the vulnerable and deserving across South Sudan.

## Job Responsibilities and Accountabilities



### Project Development (30%) - Responsible for:-

- Project development and proposal-writing for the country program;
- Spearheading information collection and compilation of narrative proposals;
- Providing supervision and support to LIC's program activities and in all the sectors;
- Spearheading assessment of further needs in the program implementation areas;

### Projects Management (40%) - Responsible for:-

- NDRC's programs management including designing, implementation, monitoring and reporting;
- Meeting projects objectives through partners support in implementation.
- All LIC projects budget implementation monitoring so as to ensure timely and efficient utilization of donor funds and related resources;
- Quality of projects by implementing the use of standardized protocols, policies and guidelines as defined by LIC, projects donors, relevant Government Ministries/agencies.....;
- Reporting regularly to the Executive Director and other stakeholders based on projects requirements and protocols;
- Overseeing the collection and timely reporting data for all projects in line with LIC and relevant cluster (livelihoods, nutrition, health, WASH, Protection, Education...) guidelines and according to specific donor requirements;
- Ensure all relevant stakeholders are provided with updates, in compliance with the established reporting structures;
- Regularly analyzing the context, risks, operational access issues and availability of resources, in relation to the program objectives.

### Staff and Partners Development (20%) - Responsible for:-

- Spearheading Partners' assessment for capacities development support;
- Strategic identification of new partners, their assessment as well as due diligence;
- Planning and implementation of capacity-building of local partner organizations and structures based on specific identified needs;
- Supporting partners and community structures for quality in the implementation and monitoring of Projects;
- Recommends relevant trainings and commensurate support to partners including engagement of consultants and institutional trainings to help in LIC's overall program quality.

### Strategic Planning, Leadership and Representation (10%) - Responsible for: -

- Representing LIC in engagements with local authorities, partners, other NGOs, UN, donors within and sometimes outside the country, and spearheading advocacy as necessary;
- Supporting the development and implementation of a coherent strategic plan in cooperation with LIC's senior management team;
- Ensuring key information is shared appropriately between LIC and partners;
- Fostering a positive and inclusive work environment dedicated to the core values and mission of LIC;
- Ensuring coordination and cooperation with the Finance department and cross-departmental communication is efficient and effective for the smooth running of LIC's projects;
- Participating in Cluster and other meetings and events, including at the field level;





## Required Qualifications and Experience

The following knowledge, skills, and abilities are desirable:-

A Bachelor's degree or higher in relevant development or Social sciences; a post graduate diploma or a master's degree will be added advantage.

- At least 5 years of experience (senior projects / program management);
- Direct field experience of minimum 3 years in emergency relief or development environment with NGO / UN organizations;
- Demonstrated practical experience in program design, monitoring and evaluation or management, having served at such a position;
- Prior experience with major donor proposal writing and reporting requirements (Governments, Humanitarian Funds, EC, DFID, ECHO, USAID, UN agencies....).
- Computer knowledge including Word, Excel, and Power Point is a must;
- Strong skills in written and spoken English; Knowledge of Arabic is strongly preferred;
- Knowledge of humanitarian standards and codes, including SPHERE is preferred;
- Highly developed interpersonal and communication skills including influencing, negotiation and coaching other staffs;
- **Good analytical skills** - Strong organizational skills required, with the ability to work with other department colleagues;
- Willingness to travel throughout project sites with up to 30% of the time in field sites;
- **Ability to meet deadlines / performing duties on time** - Ability to work under pressure, making decisions in urgent situations with high problem solving skills.

### How to apply

South Sudanese and others nationality allow, particularly females, are encouraged to apply. Starting date shall be as soon as possible.

Application shall include the following: -

- i) Up-to-date CV;
- ii) A 1-page motivation letter describing the vision that you propose to bring to LIC;
- iii) Three reference details indicating if the reference was a direct supervisor, a colleague, etc.
- iv) Copy of national ID or Passport
- v) Salary expectation

Applications shall be sent to:-

**The Head of Operations**

Email: [lifeinstitutecenter@gmail.com](mailto:lifeinstitutecenter@gmail.com)

**NB: Do NOT send job certificates at this stage**

Only complete applications will be considered, with short-listed candidates being notified thereafter.

LIC is an Equal Opportunity Employer.

