



50.4.3
Approved by
Inspector of Labour



Munuki SDA
Compound
P.O Box 247
Juba, South Sudan

JOB ADVERT

| | |
|---------------------------|--|
| Job Title: | PROJECT MANAGER |
| Qualifications: | Degree in Bachelor Degree in Medicine, Public health, social sciences or related discipline, experience in Livelihoods, Humanitarian Response and Protection will be added advantage. |
| Experience: | At least five years working for INGOs in the same capacity implementing and managing health, protection or livelihood projects. Previous work experience of post conflict situation, and or complex emergencies and recovery projects preferably in South Sudan. Strong project planning, implementation, financial management, organizational and communication skills and very strong report and proposal writing experience |
| Job Location: | Nasir (60%) and Maiwut (40%) |
| Direct Supervisor: | Emergency Program Manager |
| Project: | Access to Sustainable Solution (ACCESS) |
| Closing date: | 7th December, 2023 at 5:00pm South Sudan time |

Introduction: The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is “**To serve humanity so all may live as God intended**”. ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan’s thematic areas are health, education, food security and livelihood and emergency response.

ADRA’s Motto: *Justice. Compassion. Love*

ADRA’s Values: *Courageous. Compassionate. Connected*

JOB SUMMARY:

This position is responsible to carry out the followings.

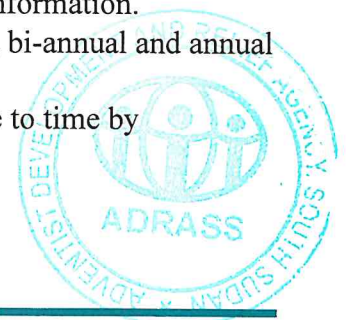
- Proper planning of project activities.
- Timely implementation of the project in line with the LFA, budget, work plan and project document ensuring value for money.
- Timely reporting of project progress.
- Regular monitoring of project activities
- Effective coordination with partners and stakeholders.
- Staff management.



DUTIES & RESPONSIBILITIES:



- Uphold the mission, vision and values of ADRA SS.
- To adhere the rules and regulations, procedures, and policies of ADRA SS.
- Be familiar with and participate in the review of core project documents (log frame, result matrix, activity charts, and M&E forms).
- Support project staff (whether in form of trainings, reviewing of M&E forms, etc.).
- In close collaboration with management team, and as may be recommended from time to time, engage in the design, and implementation of the monitoring and evaluation framework.
- Ensure that all field trips by staff are appropriately documented; data (from FGD and other forms of data collection such as meetings with community, teachers and children) captured, analyzed and reported.
- Monitor and ensure appropriate quality control of project assets. (including construction material and works) procured and/or distributed by the project.
- Provide data analysis of project targets achievement, impact and challenges (PLEASE NOTE: Data needs to be collected as planned in log frame under output “means of verification” section as well as the result matrix document “frequency of collection” session. Any deviations MUST be communicated in time to management team).
- Review and keep updated information of the project activities (weekly, monthly, quarterly, bi-annual, and annual).
- Quantitative and qualitative data of activities MUST be presented in clear, reliable and consistent fashion.
- Coordinate with M & E officer in recording data, cross checking information across activities/output data, as well as with project core documents (log frame, result matrix, activity charts, etc.).
- Pay regular visits to all implementation sites within the project area.
- Engage in ongoing/regular and timely review and information update of the M&E system for the project to ensure consistency of data across all project activities, and in collaboration with M & E officer, provide support prior to and after field staff field, and project trips by any other internal or external persons.
- Provide timely, clear, and consistent, project-related communication to all members of the Project team. Reporting schedules of the projects are jointly agreed and provided, and must be adhered to.
- Represent ADRA at the state level and where necessary.
- Conduct bi - annual staff appraisal and avail information to management.
- Provide monthly update/report on the assets of the project and ensure proper asset management.
- Ensure project records are kept up to date in both hard and soft copies in the field office.
- Inform and discuss with accountant/programs department concerns of under or over spending/burn rates and ensure that financial reports are timely and field activity cash is regularly replenished.
- Provide management with signed copies of monthly staff timesheets.
- Facilitate monthly staff meeting and provide management with the information.
- Provide consistent, accurate and reliable weekly, monthly, quarterly, bi-annual and annual reports where necessary.
- To undertake any other relevant duties as may be assigned from time to time by supervisor.





JOB REQUIREMENTS

1. Ability to live and work well in the Upper Nile Context
2. Ability to manage staff (man-management skills)
3. Good project management skills.
4. Willingness and flexibility to work as part of a team.
5. Social and cultural understanding
6. Computer literacy with very good working knowledge of word processing, spreadsheet, PowerPoint and email software programs
7. Honesty, integrity, interpersonal skills and ability to work under tight schedules with minimum supervision.
8. Willingness to work extra hours in order to meet tight deadlines.

PERFORMANCE INDICATORS:

1. No absence during official organizational working hours other than those coordinated with the direct supervisor.
2. Timely submission of quality, relevant and complete reports.
3. Provision of timely, clear, and consistent, project-related communication to all members of the Project team.
4. Timely implementation of project activities as per the agreed activity schedules.
5. Timely preparation and submission of regular and detailed project plans and budgets in line with project documents.
6. Ability to demonstrate understanding of project logic.
7. Proper record keeping.
8. Demonstrate prudent use of financial and material resources.
9. Organize weekly, monthly, quarterly, biannual and annual project meetings, document and share minutes.

HOW TO APPLY:

All application should be emailed to jobs@adrasouthsudan.org. Or hand delivery to ADRA head office inside Seventh-Day Adventist Church Compound at the seventh Round about. Qualified female South Sudanese nationals are highly encouraged to apply.

Note:

1. A CV of 4 pages or less coupled plus one-page cover letter will be required with telephone contact details.
2. Relevant **copies (NOT ORIGINALS)** of certificates and testimonials
3. Only Shortlisted candidates will be invited for interviews.

SAFEGUARDING:

ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

