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Approved
Labour HQS



**DR. PRISCILLA NYANNYANG EDUCATIONAL FOUNDATION
(DPNEF)**

JOB ANNOUNCEMENT

Job Title	Program Manager.
Department.	Programme:
Location	Juba, Central Equatoria state, with 10% field visit.
Report to	Executive Director.
Duration	9 months with possible Extension.
Position Opened	South Sudanese Nationals Only.

A. Organizational Background

Dr. Priscilla Nyannyang Educational Foundation is a national humanitarian organization, a non-Governmental and not for profit organization addressing the most urgent and pressing needs of the vulnerable communities in South Sudan. our cross-cutting efforts in promoting humanitarian relief, human rights, rule of law and good governance, more especially empowering women, and girls, DPNEF focuses on Education programs, preventing and alleviating suffering, disease, and hunger, and contributing to socio-economic development and sustainable environment, in areas where livestock, agriculture which could play an important role in improving peoples' livelihoods, food and nutrition security and resilience through education. DPNEF mainstreams and integrates cross-cutting issues such as environmental protection, gender equity, HIV / AIDs, and human protection in its program strategies through education. DPNEF integrates and applies the principles of Conflict Sensitivity, Do No Harm and Accountability to Affected Populations in its programming. We partner with children, families, and their communities to reach their full potential by tackling the causes of poverty and injustice education in South Sudan and making sure that all children:

- enjoy good health and nutrition!
- are educated and prepared for life's challenges and opportunities.
- are protected from harm.
- are participating in the decisions that affect them and their communities.
- live in resilient families and communities with diversified livelihoods to be able to provide for their current and future needs.

Vision	Helping to find local solution to challenges and sowing the seeds of lasting changes. We recognize the importance of education, health service, and humanitarian response in alleviating the hardship of the ar. We aim for inclusive development, systematic changes, local ownership, and contextualized solution.
Mission	Our mission is to make a lasting difference in the lives of south Sudanese's and helping them in rebuilding the country in the future.

Objectives of the Assignment

The primary purpose of Program manager (PM) position is to support, guide and oversee DPNEF's program(s) in their program development, monitoring and reporting of activities, strategic development, and exit/transition planning. The position entails significant program development as well as field office grant and donor management. It will be expected that the PM will travel to the field to gain first-hand knowledge of programs and issues and be a liaison with donors in Juba and internationally. The PM will act as a link between



project ideas being generated in the field and representing those ideas to Juba and internationally based donors.

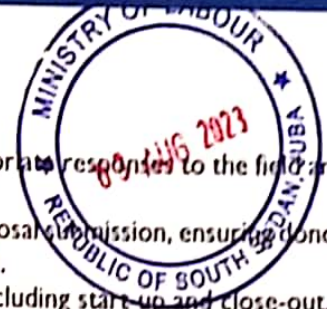
The Program Manager will be responsible for grant management, as well as providing representation of assigned Missions at DPNEF headquarters and with external partners. Under the guidance of the Chief Executive Officer, the Program Manager will ensure that each dpnef field office operates based on a sound humanitarian and development strategy and follows the dpnef standards of operations.

B. Key Responsibilities

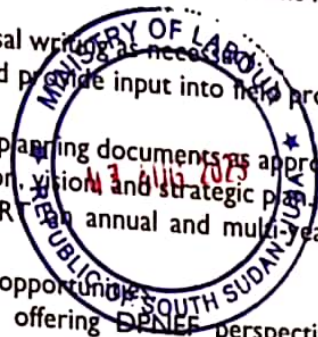
Responsibilities of this position include, but are not limited to:

Field Support, Coordination and Supervision

- ❖ Provide management support to Field offices.
- ❖ Monitor day-to-day communications in Field offices and ensure appropriate responses to the field and donors.
- ❖ Provide grant management support for all donor grants, including proposal submission, ensuring donor reporting requirements are met and dealing with donor related issues.
- ❖ Advise Field offices on issues of grant management and compliance including start-up and close-out.
- ❖ Keep accurate and updated grant files at all times.
- ❖ Advise the Heads of the Field offices on personnel, administration, and program related issues.
- ❖ Provide policy and operational guidance to the Field offices and assist in developing field manuals.
- ❖ Through constant liaison with donors, identify the Field offices priorities and assist when needed (e.g., with proposal writing, stakeholder liaison, etc.).
- ❖ Liaise with program staff in DPNEF's Developmental Programs and Humanitarian Disaster Response, grants management, monitoring and evaluation, and communication issues pertaining to the Field offices and related counties or states.
- ❖ Coordinate program and field evaluation activities.
- ❖ Assist the Field offices in maintaining contact and coordination with key partners active in the same state, including those associated with the United Nations Office for Humanitarian Coordination (UN-OCHA) (where applicable), local and international organizations, peer agencies, and others.
- ❖ Provide coverage for key leadership/program/support functions in the field as requested, to assist with short-term gaps and emergency support.
- ❖ Represent DPNEF on Crisis Management Team as appropriate.
- ❖ Make monitoring field visits and submit written reports and recommendations based on these visits.
- ❖ Coordinate with the Program Managers for other national and international NGOs for information sharing and to establish a coherent program support and backstopping function between headquarters and the field.
- ❖ Program Design, Development and Strategy Support
- ❖ Pro-actively build, maintain, and capitalize on close relations with DPNEF current, past, and potential institutional donors and partners.
- ❖ Pro-actively seek out new funding opportunities for DPNEF's field offices and inform CEO and Strategic Resource Team (SRT) members.
- ❖ Review incoming proposals from the Field offices for donor compliance, programmatic and narrative quality and expedite the review process.
- ❖ Ensure that all proposal development criteria are met including compilation of certifications and recommendations and coordination approval process.



- ❖ Negotiate grant agreements, program and budget revisions, and any other grant related issues with donors.
- ❖ Review budgets for proposals and operating budgets as needed in coordination with Grant Finance Managers.
- ❖ Make field visits to support and assist with program design/proposal writing as needed.
- ❖ Attend DPNEF management planning meetings as appropriate and provide input into field programs strategy planning.
- ❖ Review, edit and provide input into field programs and multi-year planning documents as appropriate, ensuring that field programs are aligned with DPNEF's core mission, vision and strategic plan.
- ❖ Assist field office in communication and negotiation with the SRT on annual and multi-year field programs strategies.
- ❖ Keep up-to-date records on programs developments and funding opportunities.
- ❖ Provide program briefings to donors and other stakeholders, offering DPNEF perspectives to stakeholders.
- ❖ Regularly contribute to the development of promotional materials and internal communication tools.
- ❖ Gain an in-depth knowledge of Missions, programs, personnel, States, issues, partners and peoples through visits, research, and proposal writing.
- ❖ Represent DPNEF at UN or INGOs advocacy, coordination meetings, and with the SRT as needed.
- ❖ Develop a network of key contacts within the circles of NGOs, peer agencies and other national organizations, institutional partners, and diplomatic representation to keep abreast of issues facing DPNEF vis-à-vis humanitarian and development assistance.



General Support

- ❖ Contribute to the development of organizational procedures, policies and systems of DPNEF.
- ❖ Contribute to the recruitment process of staff and consultants as necessary including developing job descriptions, scopes of work, consultant agreements, conducting interviews, and providing training and orientation.
- ❖ Any other task that may be assigned related to the organization support.

C. Core Competencies and Qualifications Required.

Qualifications

The position requires a master's degree in international development, Non-Profit Management, Public Administration, International Relations, or a related field, as well as at least 5 years of experience in grant management, program design, implementation, and fund-raising, preferably within South Sudan

- Command of local dialects of Arabic shall be an added advantage.

SKILLS, KNOWLEDGE, ABILITIES:

Strong organizational ability; experience in post-disaster and emergency project management, and the ability to work independently and as part of a team; ability to understand the cultural and political environment and to work well with multiple stakeholders in a diplomatic manner; demonstrated knowledge of international humanitarian assistance and development programs with emphasis on the functions, policies and procedures of the international NGOs and the UN system; excellent interpersonal skills and proven ability to identify, plan and coordinate program and operational support to a field-based operation. Experience in capacity strengthening of local partners and staff strongly desired. Experience in program development and management in the areas of Sustainable Agriculture & Food Security, Economic and Social Development, education and Global Health preferred. Excellent written and oral communication skills in English required, and with other languages a plus. Experience in working with national organizations is a plus. Must be available



to work outside normal office hours or on the weekends as required by contact with DPNEF security, or other obligations. While performing the duties of this job in the field, the employee may be exposed to security risks and/or very basic living conditions, and extreme weather conditions.

D. Application Procedure

Interested candidates should strictly submit to the e-mail address jobs@dpnef.org and CC: info@dpnef.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 (not more than 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
- Application 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 21st of August 2023 by 16.00hrs.

DPNEF is committed to achieving workforce diversity in terms of gender, Nationality, and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply mostly women are encouraged to apply. All applications will be treated with the strictest confidence.

