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Approved by
Inspector of Labour
[Signature]
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<https://wearealight.org>

Job Advertisement

POSITION TITLE: Transit Site Manager
COUNTRY PROGRAM: South Sudan
Location: Wedweil Transit Centre, South Sudan
RESPONSIBLE TO: WASH/ Program Management Specialist
STATUS: Full Time
Type of Employment: Contract
SUPERVISORY CAPACITY: Officers
STATE DATE: Pending on donor approval

ALIGHT & COUNTRY PROGRAM DESCRIPTION/MISSION

Alight, formerly the American Refugee Committee (ARC), is an international non-profit, nonsectarian organization that has been providing life-saving humanitarian assistance for refugees, disaster affected, and internally displaced people for over 40 years. Alight is helping millions in many countries in in Africa, Asia and Europe, including in, Sudan, South Sudan, Rwanda, Somalia, Uganda, and Ethiopia program.

The overall objective of ALIGHT South Sudan program is to provide life-saving assistance to the IDPs, Returnees and Refugees and conflict affected in Sudan through Shelter/NFI, Protection, WASH, Environment Protection,, Health and Nutrition interventions.

PRIMARY PURPOSE OF THE POSITION

Under the direct supervision of WASH/ Program Management Specialist, you will be responsible for the proper implementation of Alight activities in Wedweil transit Camp and be the focal point for all administ and coordination activities, including working with partners and Refugee leadership to ensure POCs. immediate and critical needs are addressed.



MAJOR AREAS OF ACCOUNTABILITY

Key Duties & Responsibilities

Program Management & Quality:

- Prepares/ develops and oversees implementation of technically sound work plans with sector leads, and ensure the development and adherence to related spending and procurement plans to ensure timely and cost-effective implementation.
- Supervise and guide at the regional level project planning and liaise with Sector Technical Coordinators to troubleshoot implementation issues.
- Direct periodic work plan and project reviews at site level, guiding sector leads to implement quality programming that reflects Alight's values.
- Ensure that agreed project documentation including report writing is timely, of high quality and lead the project level compilation of weekly, monthly, quarterly, or other reports.
- Identify needs, resources, opportunities; and thereby initiate, lead proposal writing processes, and identify and respond to opportunities to innovate and improve program quality within current projects.
- Monitor the implementation of operations and sector activities according to the budget of the camp's programs (WASH, Shelter/Infrastructures, Environment Protection,)
- Lead on program development (new project designing, concept note preparation and project proposal development and budgeting)

Coordination, Representation and Advocacy:

- Actively participates in all clusters and Aweil regional level coordination (e.g., IOM, UNHCR, CCM, Inter-Agency Working Groups) and ensures coordination structures are consulted as projects are implemented.
- Represent Alight at the local level (local government authorities including local leaders, donors, UN organizations, NGOs, and partners).
- Ensure information from the coordination meetings is shared, as appropriate, and that said sharing is done in a timely fashion to ensure quick responses to issues identified.
- Develop and maintain constructive relationships with key government, and other stakeholders.

Monitoring & Evaluation

- In collaboration with the MEAL Coordinator, ensure relevant monitoring of all program activities and all indicators needed for strategic planning and reporting.
- Periodically conduct on-site spot checks of activities implemented and ensure with sector leads that proper documentation of activities is maintained for reporting and lessons-learned purposes.



- Ensure that activities to be implemented are shared with relevant stakeholders for the purpose of collaboration, building relationships, and developing joint activities that make best use of available capacities.
- Participate, as needed, in donor, inter-agency and other stakeholder rapid assessments, M&E visits, assuring that ALIGHT is well-represented and sharing openly with donors viewing project progress.

Financial Management and Oversight:

- Oversee application of project funds in collaboration with the Camp Management Specialist, other Alight technical staff, and the sector leads, ensuring proper budgeting of activities to be implemented and advance notification of potential shortfalls / bottlenecks in budgets that require evaluation.
- Liaise with Country office to ensure monthly financial projections and corresponding cash requests are processed in a timely manner and verify weekly cash accounts.
- Ensure highest accountability and stewardship and ensure the same with team members.

Operations

- Provide leadership to all operational systems – inclusive of Security Management.
- Ensure availability and timely procurement of essential supplies required for the team house and camp coordination activities.
- Monitor security/safety situation in the camp context, and ensure incidents are reported to the Project Team Leaders, Police, Security Coordinator as may be appropriate for necessary action; further analysis, planning and implementation of safety and mitigation measures. Assess and recommend different ways of improving the camp environment in consultation with Field Security and Liaison Coordinator.
- Ensure field staff have adequate logistical and communication support.
- Act as security focal point for the Wedweil Transit centre. and surrounding area and report any incidents to the Field Security and Liaison Coordinator and to the Country Director

Human Resource Management:

- In collaboration with HR Officer in Juba, support HR systems and processes.
- Promote stress management by providing regular opportunities for staff debriefing; encourage and foster team building initiatives and capacity building.
- Ensure Performance Appraisals are done on time and provide objective feedback to staff performance evaluations as per staff job descriptions regarding performance, expectations and areas for growth and professional development.
- S/he encourage staff to provide feedback and establish mechanism to receive and address complaints and grievances from staff.

Perform other related duties as required by Supervisor.



EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED

- Degree in project management, Social Work, Development studies, Social Sciences, or related field;
- Preferably Masters' degree
- A minimum of 3 years' work experience with international NGOs out of which at least, 2 years' experience in emergency program management or similar with displaced populations, or in post conflict settings.
- Proven experience in Project/program planning, monitoring, and Evaluation
- Good knowledge of international humanitarian best practices, and guidelines including SPHERE Standards, Protection mainstreaming, UNHCR Protection Handbook recommendations, and other relevant foundational documentation.
- Excellent work experience in training facilitation, mentoring and capacity development.
- Ability to write quality reports and concept notes.
- Flexibility and willingness to work early mornings / late nights as required.
- Sense of humor, and ability to lead by example.
- Computer proficiency in use of standard MS Office packages (Word, Excel, PowerPoint)
- Fluency in written and spoken English and Arabic is needed.
- Familiarity with UNHCR, private, US government and multilateral donors.
- Experience and knowledge of Sudanese and South Sudanese culture, politics and economy a plus.
- Fluency in other local and National languages is a plus

KEY BEHAVIORS & ABILITIES

- Excellent coordination and communication skills
- Should have good documentation and dissemination / presentation skills
- Should be able to live, work and travel in an insecure environment, following strict security guidelines at all times.
- Proven capacity to work in a quickly moving, unstable situation and work against targeted outputs with tight time frames and deadlines
- Excellent interpersonal and communication skills, and ability to work in a multi-cultural environment.
- High level of confidentiality and integrity.
- Experience of working under high pressure, in fast-paced environments.
- Strong service orientation with the ability to proactively understand staff and their needs to find effective solutions.
- Strong organizational skills ability to handle multiple priorities in an autonomous manner.



Plus

- Gender-sensitive
- Understanding of and commitment to the “Humanitarian principles”
- Understanding of and commitment to Alight code of conduct and organizational goals

HOW TO APPLY

Qualified and interested candidates should submit their applications which include the cover letter, together with an updated CV with at least three professional referees addressed to Alight South Sudan office located in **Plot 709 3k-south, Behind Phenicia Supermarket, off Ministry Road, Kololo-Juba, South Sudan.**

Applications can also be submitted to the following email address:

recruitmentss@WEAREALIGHT.ORG

Please note that Alight retains all applications, and the files will not be returned to the applicants at the end of the recruitment process. Due to the urgency of the position, applications will be reviewed on a regular basis hence these positions may be filled before the expiry date of the advert. Only shortlisted candidates will be contacted for an interview. Female candidates are highly encouraged to apply.

The deadline for receiving applications is June 28th, 2023, at 5:00 pm local time.

“Please note that ALIGHT believes strongly in the human dignity of our customers (beneficiaries) and any other individual human person. Therefore, ALIGHT strongly condemns and prohibits any behavior on the part of an ALIGHT employee, Board member, volunteer, consultant or which constitutes any form of sexual misconduct, including sexual harassment, sexual exploitation, and sexual violence towards any other staff member, client, patient, beneficiary (refugee and/or IDP), or other individual participating in an ALIGHT program or activity”.

“Alight is an Equal Opportunity Employer offering employment without regard to race, color, religion, gender, sexual orientation, gender identity, age, national origin, citizenship, physical or mental disability, or protected veteran status. Alight complies with all applicable laws governing nondiscrimination in employment”.

