



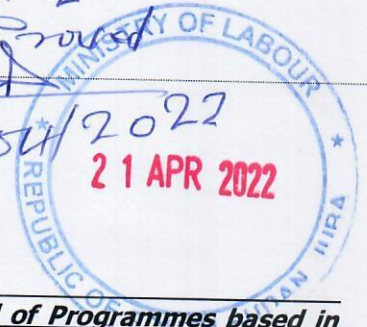
ACTION FOR DEVELOPMENT

"Working together to empower communities"

Gudele P.O.BOX 287 Juba, Block 9 Munuki Payam

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MOZ

ATT 2022
21/04/2022



AFOD South Sudan invites applications from qualified persons for the position of **Head of Programmes based in Juba Country Office** which is a full-time position for duration of 12 months renewable depending on performance and availability of funds (**Vacancy number: AFODSSVA/O2/2022**).

Background: AFOD is a National NGO, implementing projects in integrated Health Services, Nutrition and food security and sustainable Livelihood, Water, Sanitation and Hygiene (Environmental Health), Education (basic and vocational education), Social support and protection, and Institutional capacity building and development including humanitarian response in South Sudan since 2011. AFOD is currently implementing projects funded by the WFP and UNICEF, in Western Bahr el Ghazal, Central Equatoria and Eastern Equatoria States.

Summary of responsibilities:

The Head of Programmes reports to directly to the Executive Director; he/she will provide strategic leadership to the AFOD South Sudan country programme and as a member of the senior management team (SMT), he/she will be required to develop and implement long term programme strategies and vision, and plan and coordinate a broad spectrum of programmes. She/he will offer oversight management in planning, co-ordinate and supervise the operations of sub-offices, Field offices, and guarantee timely and high-quality programme delivery that is consistent with AFOD's Vision, Mission and Values and aligning them with country priorities.

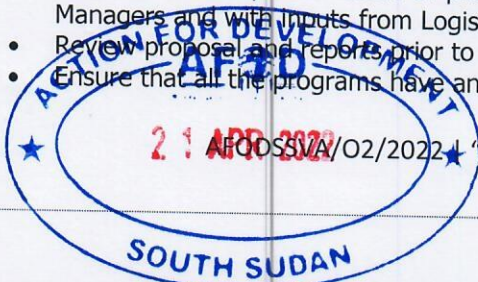
Key duties and responsibilities:

Programme Development and Strategy (30%);

- Contribute to the development and implementation of a long-term country strategy including emergency response
- Develop annual operational plan, in collaboration with the rest of the Senior Management Team and the Executive Director, and within the framework of the AFOD South Sudan strategy.
- Oversee the strategic implementation of programme activities from the different funders including leading the implementation of annual work plan in collaboration with relevant teams and stakeholders.
- Analyse the information provided by the Project/Programme Managers in order to take appropriate operational decisions.
- Work with the Executive Director to diversify the funding base through developing existing or new partnerships with donors and private sector.
- Facilitate the design of the operations plan for an emergency response in collaboration with Emergency Programme Manager and other technical Managers
- Coordinate the operations of an emergency response in conjunction with the Emergency Coordinator and ensure the appropriate follow-up of the emergency interventions.
- Support in analysis of the context and trends of environmental issues in areas of AFOD intervention with appropriate response measures.

Implementation and Quality of the Programme (25%);

- Ensure that strategic decisions regarding programmes are implemented.
- Make key decisions in relation to the programme implementation, and offer solutions to problems that arise during the implementation of programmes.
- Ensure the programme meets Quality Standards and international Codes of Conduct.
- Ensure programmes are implemented and evaluated in a consultative and participative manner through regular field visits using accountability framework and related appropriate tools.
- Based on the outcome of monitoring and evaluation, recommend changes in the programme to ensure that targets are met and objectives achieved.
- Ensure the timely submission of proposals and reports, in coordination with the Health & Nutrition Expert, Field Managers and with inputs from Logistics and Finance departments
- Review proposal and reports prior to submission to the Executive Director.
- Ensure that all the programs have an appropriate MEL system defined and that it is implemented.



21 APR 2022

SOUTH SUDAN

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- Ensure gender is mainstreamed in all programmes.

Management (20%);

- Actively participate in the Senior Management Team (SMT) coordination and activities.
- Facilitate team building across the Programmes.
- Motivate the programme team and ensure they have clear objectives and receive meaningful feedback on their performance.
- Provide Human Resources Management support to ensure the short and long-term success of the programme, including recruitment, staff development
- Work with the logistics and HR departments to ensure that adequate means are available to support the field managers to implement good quality programs.
- Facilitate regular field trips for supervision and discussion of each programmes, define constraints, priorities, plans of action, etc.

Networking and Communication: (15%);

- Ensure good coordination and collaboration among the programme and operations' teams
- Ensure regular and effective communications are maintained within the programme and with the Executive Director and others at Head Office.
- Build relationships with other NGOs both local and international and with donors.

Budgetary responsibility (10%);

- Assist the programme team to develop, finalise and closely monitor their programme(s) budget.
- Work closely with the Finance Department to ensure effective financial and budgetary control of the programmes, according to policy and procedures.
- Ensure corrective measures are taken to address over/under spends in the project budget
- Identify annual efficiency savings across the programme.

Qualification, experience and desired skills

- Bachelor of medicine and Bachelor of surgery (MCh.B), degree in Public Health, Health Services Management, Agriculture, Nutrition and Dietetics, International Health or other related course from recognized University.
- Master's degree in any of the followings, Public Health, Health Services Management, Public Health Nutrition, Agriculture and International Health and Public Administration.
- At least 5 years of proven programme management experience, and at least 2 years of Senior Management experience.
- Experience in both emergency and development contexts, and of working in conflict/post-conflict countries.
- Experience of working in integrated programmes with multiple donors.
- Proven experience in developing proposals and liaison with donors;
- Knowledge and experience in Formulation, Assessment Monitoring and Evaluation of programmes at country level.
- Knowledge of the Humanitarian Aid mandate, programme cycle management and planning.
- Experience in managing budgets from different donors.
- Strong interpersonal and communication skills
- Strong analytical and planning skills;
- Willingness to travel extensively to field sites.
- Languages: fluency in English, Arabic added advantage, Strong English writing skills. Previous experience in South Sudan.

Remuneration: An attractive package will be offered according to AFOD salary scale.

Applications submission:

Applications from qualified persons, accompanied by updated CV in English which should be sent to the address below not later than 12th May 2022; Human Resource Officer, AFOD South Sudan Country Office, Gudele, Juba or Email: info_ss@afodi.org, afodsouthsudan@gmail.com,



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