

<b>COUNTRY PROGRAMMES OFFICER</b>
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**Location:** Juba, Central Equatorial State South Sudan

**Application Closing Date:** 22<sup>nd</sup> September 2021

**Position opened to:** Internationals and nationals with at least 2 years continuous experience working with an international NGOs and with large institutional donors.

**Salary Range & Benefits:** To be discussed with successful candidate

**Organizational Context:**

The Jesuit Refugee Service (JRS) is ministry of the Society of Jesus, incorporated as an international non-governmental organization with a mission to accompany, serve, and advocate for the rights of refugees and forcibly displaced people. The organization was founded in November 1980 and now has a presence in over 50 countries. JRS undertakes services at national and regional levels with the support and guidance of an international office (IO) in Rome. JRS service is human and spiritual, working in situations of greatest need, seeking the long-term well-being of refugees and displaced people while not neglecting their immediate or urgent needs. The main services provided are in the field of education, emergency assistance, and psychosocial support and livelihood activities. Currently, more than 724,000 individuals are direct beneficiaries of JRS projects.

**Position Description:**

The primary responsibility of the Country Programmes Officer (CPO) is to coordinate and support the implementation of all aspects of programming within the country with the guidance and support of the Country Director and the Regional Programmes Officer. He/she will be responsible for planning, implementing, monitoring and evaluating the country Programmes, under the direction of the Country Director. He/she is required to identify and develop key opportunities for Programmes focused on refugees, IDPs and other populations affected by conflict. Together with the Country Director, the CPO will also be responsible for fundraising and grant management. The CPO will work in close collaboration with the Project Office in defining all aspects of the project cycle. The Country Programmes Officer will implement positive and effective relationships with key partners and stakeholders in the interest of promoting JRS's objectives.

**Key Responsibilities:****Coordination of JRS Programmes at country level**

- In consultation with the Country Director and relevant stakeholders, regularly analyses the unmet needs of refugees and other populations of concern and suggest new initiatives to the Country Director.
- Through a consultative process within the country and field visits, assist in the development of strategies, methodologies, contingency plans that respond to new and emerging challenges for the country.
- Assist in and provide inputs developing the country operations plan, aligned with the global strategic framework and priorities and regional priorities as well as with annual programming/planning instructions.

**Project-related activities**

- With the Country and Project Directors, be responsible for the planning, monitoring, reporting and evaluation of JRS projects within the country.
- Plan and conduct annual needs assessments for each project site, according to JRS standards and guidelines.
- In consultation with the Country Director and in collaboration with the Project Directors, set methodologies, timetables and resources for project evaluations.

- Produce project proposals and reports according to JRS standards and donor-related requirements (funding proposal / reports) in collaboration with the Country Director and Regional Programmes Officer.
- Carry out frequent project visits to monitor and evaluate the activities to ensure timely and quality implementation according to the JRS vision and mission, standards and guidelines and donor specific requirements, and provide feedback to the field.
- Frequently travel to the field, to train and update Project Directors and other key field staff (i.e., coordinators) in project writing, management, compliance, monitoring and evaluation according to JRS' standards and guidelines as well as suggesting improvements of planning, programming implementation and current processes.
- Ensure project learning is generated and documented and shared within the JRS network.
- Liaise with country, regional, and international technical support officers as needed to ensure relevancy and quality of activities.

### **Support and communication**

- When requested, represent JRS in country meetings.
- Communicate regularly with the Regional Programmes Officer and with the IO Desk Officer in the Programmes and Innovation Department informing them on all major issues and developments in programming within the country.

### **Relations with partner and donor agencies**

- Maintain close working relations with JRS's partner agencies, as well as with other international development organizations, funding agencies and Church bodies.
- Support the organizational fundraising actions by maintaining regular contact with donor representatives and by submitting project funding proposals and managing donor reporting.
- In close collaboration with the Country Director, negotiate funding or partnership agreements.
- Attend cluster and other relevant coordination meetings.
- Build strong rapport with the major partners/donors as well as with government counterparts (i.e., Ministry of Education, Ministry of Social Welfare).
- Explore and help create possibilities for new partnerships/ donors.
- Develop relevant communication tools to keep team members, partners and donors regularly informed of progress of activities.
- Represent the organization in meetings, giving talks and presentations when requested by the Country Director.

### **Work with the Country Team**

- Work closely with other members of the Country Office to fulfil its function of shared leadership through the coordination of all programming efforts in the country.
- Attend regular team meetings, planning meetings and workshops; in particular, collaborate with the Country Finance Officer and any other Officers.

### **Budgeting**

- Regularly monitor project income and expenditure in conjunction with the Country Finance Officer.
- Assist the Country Director in ensuring that projects have enough funding for their implementation.
- Submit, in conjunction with the Country Finance Officer, the annual budget for the projects to the Country Director for approval.

### **Key performance indicators**

- Timely production and submission of project proposals and reports.
- Timely production of reports related to field visits highlighting recommendations and actions taken.

- Timely production of annual needs assessment and activities plan for each project site.
- Funds raised during the year. Performance can be assessed against a pre-defined fundraising goal.

### **Supervision**

- The Country Programmes Office is under the supervision of the Country Director.

### **Language**

- Strong command over written and verbal communication in English.

### **Qualifications and experience**

- Advanced University degree, preferably in Project Management, Finance, Business Administration, or equivalent.
- At least four (4) years of experience working with NGOs proposal and reports writing, project evaluation and monitoring.
- Professional experience in a similar capacity with international, non-profit organizations.
- Knowledge of and experience with strategic framework, log frames, etc.

### **Required skills and competences**

- Excellent project management skills with experience in managing and supervising projects.
- Excellent knowledge of the project cycle and logical framework approach.
- Possess good knowledge of planning and strategizing financial and budgeting issues.
- Experience with basic financial management skills including developing and monitoring budgets and financial reporting.
- Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail.
- Proficient in using computers with related knowledge of software programs and Internet.
- Self-direction, creativity, and follow up skills to ensure work is accurate and deadlines are met.
- Ability to prioritize and manage several tasks in a fast-paced environment.
- Ability to work in a multicultural environment and promote effective teamwork.
- Strong ability to work under pressure.
- Strong management, analytical and interpersonal skills.
- Good organizational skills and high attention to detail.
- Ability to work with and maintain good relationships with multiple stakeholders.
- Demonstrated experience in working in developing countries is highly desirable.
- Willingness to work and travel to refugee settings in challenging environment
- Ability to perform in cross-functional team approach and job responsibilities.
- Good understanding of the organization's overall business and its objectives.
- Excellent interpersonal and presentation skills.
- Ability to work within a team and provide support to colleagues.

### **Required core values**

- Good understanding of and compatibility with the values of JRS.
- Commitment to JRS's mission, vision and values; the ability to convey with enthusiasm JRS's role in accompanying and serving forcibly displaced people and to advocate for their right to protection and a life in dignity.
- High integrity, honesty and confidentiality; ability to deal tactfully and discreetly with people, situations and information.
- Acceptance of diversity and inclusion as a core value

## **Submission Requirements**

Please send your CV and a cover letter that indicates what skills and experience you have that meets the criteria and your availability. The CV (maximum 3 pages) should include contacts (phone and email) for three professional referees. Please note that only official email addresses for referees will be accepted. Kindly send the application to [sds.recruit@jrs.net](mailto:sds.recruit@jrs.net) by 5pm South Sudan local time closing date **22<sup>nd</sup> September 2021** or hand delivery to JRS-Juba, South Sudan office in Tomping next to India Embassy.

**PLEASE NOTE:** due to urgent need to fill this vacant position, we will be reviewing the application as we receive. Only candidates who apply by the deadline and who can demonstrate experience of overall strategic Programmes management processes should apply, this position is open to Internationals and nationals with at least 2 years continuous experience working with an international NGOs and with large institutional donors. only short-listed candidates will be contact and only candidates who reached to final oral interview will be inform of interview outcome. **Female candidates are highly encouraged to apply.**

### **Commitment to Child Safeguarding:**

JRS is committed to the safeguarding of children (under 18 years) who encounter with JRS South Sudan personnel and volunteers in all JRS South Sudan works. All JRS-South Sudan Staff are expected to comply with JRS Child safeguarding Policy and Procedures in this regard and to sign a declaration of commitment to this effect.

### **Commitment to Protection of Sexual Exploitation and Abuse (PSEA):**

JRS-South Sudan takes the protection of sexual exploitation and abuse (PSEA) serious and all the JRS-South Sudan personnel and volunteers are expected to comply with the JRS-PSEA policy and to sign declaration of commitment.