



ACTION FOR CONFLICT RESOLUTION

"together for peace"

JOB ADVERTISEMENT

JOB TITLE: Program manager
DEPARTMENT: Programs
REPORTS TO: Executive Director
DUTY STATION: Juba
DATE: FEBRUARY 10, 2020
APPLICATION CLOSING DATE: MARCH 5, 2020



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APPROVED

MAPS & HRD

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JOB PURPOSE:

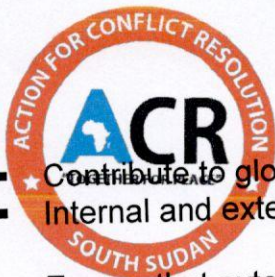
The Program Manager: will bring organizational and interpersonal skills to the task of coordinating implementation of the Supporting Effective Humanitarian Partnerships' project among a diverse set of stakeholders. The role will focus on establishing and maintaining a network of committed **ACR** programs, other humanitarian actors and stakeholders to actively participate in and benefit from the projects implemented by ACR. This will include working with international and national contributors to facilitate learning capacity assessments focused on the sectorial interests, facilitating the work of eLearning contextualization, supporting the creation of an interagency competency framework and MEAL throughout the projects cycles together with the program Manager.

1.1 DUTIES & RESPONSIBILITIES

1.1.1 Project Implementation

- Project Kick stakeholder mapping, outreach and engagement.
- Involving community to participate in the project implementation.
- Budget management and monitoring in line with the donor requirements.
- Management of project information- Consolidating, managing, reporting, sharing to relevant working groups.
- Developing proposals and Concept Notes.
- Developing programmatic policies.
- Initiate resource mobilization and advocacy.
- Follow and maintain accurate progress monitoring according to the work plan.
- Participate in **ACR** budget review meetings on a monthly basis.
- Collaborate with **ACR** Logistics team to ensure that all procurement is planned and appropriately requested ahead of time.
- Promote and connect local actors to online learning systems and platforms.





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- Contribute to global learning both by sharing and receiving lessons with others.
- Internal and external reporting.
- Ensure that external materials are correctly branded with NGO Logo.
- Identifying need and risk assessment.
- Incorporating gender mainstreaming and protection.

1.1.2 Project Monitoring, Evaluating, Accountability and Learning:

- Directly responsible for implementing the monitoring of the project process and outputs.
- Supports the monitoring and evaluation of the project outcomes and impact.
- Establish and maintain accountability systems for the beneficiaries and stakeholders.
- Support the planning of research initiatives and associated learning events (both nationally and regionally).
- Preparing narrative reports for all the projects.

1.1.3 Project Administration:

- Preparation, Submission and follow-up of administrative and logistical support requests that are necessary to the delivery of the project objectives.
- Support to the Organization of **NGO Forum** meetings when requested and where project workload permits.

1.1.4 Project Representation:

- Present the project to influential stakeholders to generate support for the initiative.
- Providing briefings and status updates to participating organizations, local and international organizations and government agencies.
- Attending clusters meetings.
- Identifying gaps for the organization intervention.

1.1.5 Others:

- Developing communication products where possible, e.g. case studies, online blogs videos.
- Additional contributions to national or global capacity strengthening or coordination initiatives may be requested during the course of the project.
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2.1 BEHAVIOURS (Values in Practice)

2.1.1 Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling **ACR Values**.
- Holds the team and partners accountable to deliver on their responsibilities – giving them the freedom to deliver in the best way they see fit, providing the

necessary development to improve performance and applying appropriate consequences when results are not achieved.

2.1.2 Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same.
- Widely shares their personal vision for **ACR**, engages and motivates others.
- Future oriented, thinks strategically.

2.1.3 Collaboration:

- Builds and maintains effective relationships with their team, colleagues, members and external persons and supports.
- Value diversity, sees it as a source of competitive strength.
- Approachable, good listener, easy to talk to.

2.1.4 Creativity:

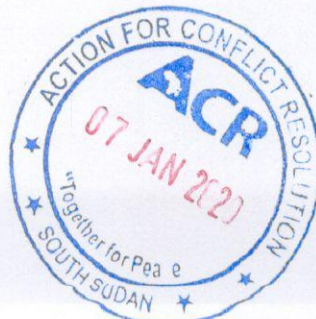
- Develops and encourages new and innovative solutions.
- Willing to take disciplined risks.

2.1.5 Integrity:

- Honest, encourages openness and transparency.

2.1 QUALIFICATIONS AND EXPERIENCE:

- Relevant, Master, Bachelor in development studies, project management and other related fields.
- At least 3years experience working in coordination of humanitarian response projects in South Sudan, preferably with a mix of local and international organizations.
- Experience related to local capacity strengthening, adult learning and/or organization dynamics.
- Familiarity with and commitment to humanitarian principles, the Core Humanitarian Standard and the Grand Bargain.
- Understanding of the desired and actual roles of national and international actors in humanitarian response and the power dynamics at playing those relations.
- Superior cross-cultural communication and facilitation skills.
- Experience in project cycle management, including monitoring, accountability and learning.
- Experience in facilitating or chairing meetings.
- Experience with Budget management responsibilities.
- Experience in maintaining flexibility in managing and prioritizing your workload and ensuring project deliverables are met when they are heavily depended on contribution from others.



Submission Requirements

Kindly if you think you meets the criteria send your CV and a cover letter to:
riektappgai@gmail.com copy acrssudan@gmail.com . Please note that only selected candidates will be notified for interview. ACR's head office opposite Indian Embassy
Juba South Sudan

By 5pm closing date March 05, 2020.

Good luck!

