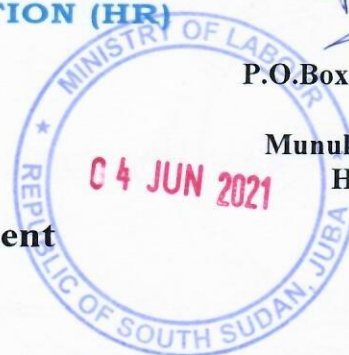




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HOPE RESTORATION (HR)



50.11.3
Approved by
Inspector
4/6/2021
P.O.Box Private Bag
Plot No. 349
Munuki Block C.V.
Hai 3rd Class.

Job Advertisement

Background

Hope Restoration South Sudan is a national NGO Implementing development programmes: Gender Based Violence ,General Protection ,WASH/ NFIs,Women Empowerment ,Food Security & Livelihoods, CCCM. Hope Restoration Operates in Unity State ,Central Equatoria, Jonglei State and Upper Nile State in South Sudan.Our Humanitarian response supports vulnerable people in hard to reach areas , targeting women&Girls , vulnerable person, person living with disabilities ,Refugees , IDPs working to provide life saving intervention to communities .

Vision statement

“A society where there is respect, justice and people enjoy dignified lives”

Mission statement

“Hope restoration exist to secure livelihoods and security of communities and to realize equity and equality of individuals and communities in South Sudan while empowering women and girls through community driven programs.

HRSS is seeking to recruit

Job Title:	Head of Programmes
Location:	Juba
Starting Date of Application	4/ 06 /2021
Deadline for Application	23/06/ 2021



JOB DESCRIPTION AND JOB SPECIFICATION



Position description

Job title: Head of Programmes and & Resource Mobilization

Job Location: Juba

Reports to: Executive Director

Job Grade: 1

Contract Type: Fixed term

Job Summary

The Head of Programmes and & Resource Mobilization is responsible for the overall management of the organization's programs and projects within the organization. The main objective of this role is to ensure that projects/programmes are conceptualized, designed, implemented and completed on time, stay within budget, and meet all of the donor requirements. The post holder is responsible for the day-to-day supervision of the Programme team, which typically includes project scheduling, planning, and implementation

Head of Programmes and & Resource Mobilization also help the project managers in establishing standard operating procedures to help control any risks associated with the projects. He/she shall also monitor key project performance metrics and perform quality and cost control initiatives and reviews. In addition, perform ongoing research to find and develop best practices for project management.

Head of Programmes and & Resource Mobilization shall have overall responsibility for supporting the gathering of information on donor policies and priorities, and subsequently updating donor profiles, assisting in the preparation of value-add reports, helping in the preparation of and participation in internal/external meetings, and assisting in developing and maintaining contacts with donor agencies. S/he will also support the facilitation of negotiations and signing of new funding agreements, while assisting in the implementation of HRSS's Public-Private Partnership resource mobilization strategy



KEY RESPONSIBILITIES

Program implementation, oversight and development

- Researching, Writing, reviewing project proposals, concept notes and Supporting the Executive Director (ED) to ensure programmes are designed, implemented, monitored and evaluated in line with Hope Restoration's policies, incorporating a results-based management approach
- Provide technical support lead in core programming areas including Programme development, capacity building and quality assurance of programmes
- Provide technical support to the Programme department and ensure a smooth functioning of the department
- Support planning and coordination of a program and its activities
- Support the Programme unit's team in reviewing and improving partners' proposals and reports
- Formalize and develop project related operational tools and training modules
- Manage the Programme planning process, including the budgeting of individual projects, within agreed time frames and formats
- Provide technical support to the Project Managers and other Programme staff in quality assurance of Programme implementation, budget control and reporting.
- Coordinate the writing of the semi-annual and annual reports as well as multi-year reports
- Leads the implementation of all HRSS's Projects
- Follow the development of government policies on thematic programmes and ensure HRSS programmes are in line with Government priorities
- Organizes trainings, roundtables, networking events and other activities to achieve the Program goals of the organization.
- Works together with HRSS management team for future program development
- Develops work plans, and progress reports as required for the project managers.
- Initiate and oversee assessments being carried out as well as analyzing their findings



Resource mobilization

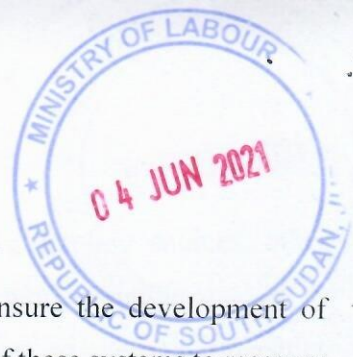
- Under the guidance of the ED, carry out research on potential donors in order to understand their mission, policies, strategies, procedures and priorities including preparation/updating of a funding strategy
- Monitor the country programmes funding pipeline, ensuring that new proposals target key gaps and funding needs to the greatest extent possible
- Provide recommendations on necessary surveys and assessments required to support the development of beneficiary centered, relevant, high quality proposals
- Serve as the lead writer of concept notes and proposals, including coordinating closely with Programme teams, finance and operational staff to facilitate input. This includes developing realistic projects budgets with the support of the concerned staff.
- Ensure project proposals and concept notes are submitted by agreed deadlines.
- Assist in identifying, establishing and maintaining relations with partners – establishing relationships based on trust, including through informal contacts with counterparts in donor agencies
- Support the negotiation and signing of new funding agreements
- Help gathering information on donor policies and priorities, and subsequently, update donor profiles
- Assist with information gathering to improve HRSS's knowledge of donors' strategies and policies and to better direct its resource mobilization efforts.
- Assist in drafting donor specific strategy papers, providing inputs for regular reports on technical cooperation and assisting in the preparation of briefings for senior management
- Help in the preparation and conducting of formal meetings with donor agencies and note taking for any follow-up action following the meetings
- Help in preparing and participate in internal/external meetings, including annual review meetings with multi-bilateral donors, thematic meetings and resource mobilization events, governing body committees, programming meetings and missions



- Assist in developing and maintaining contacts with donor agencies as appropriate, covering a specific set of donors to be agreed upon
- Contribute to maintaining networks and actively engaging in knowledge sharing, information dissemination on HRSS's priorities and promotion of HRSS's technical cooperation Programme
- Support the facilitation of the negotiation and signing of new funding agreements, working in close cooperation with other HRSS units (legal and financial departments and country offices) and ensuring proper stakeholder management
- Assist in the implementation of HRSS's Public-Private Partnership resource mobilization strategy. This includes collaborating with the relevant staff in developing and updating promotional materials, and assisting HRSS leadership in donor countries and in the Regions with entering into new Public-Private Partnerships

Human resource management

- Build the capacity of the current team in the areas of proposal writing and better programming Person specification
- Lead and manage HRSS's Program team including mentoring, ensuring coordination, recruitment, and capacity development
- Ensure appropriate measures are in place for close supervision and technical support for field-based staff
- Provide on the job training as required, adapt trainings/coaching to specific staff needs, and provide continuous technical guidance
- Support capacity strengthening of HRSS Programme staff and partners, to be able to implement programmes to highest standard of quality and impact
- Supervise HRSS programs staffs
- Ensure implementation of policies and practices



Monitor and Evaluation

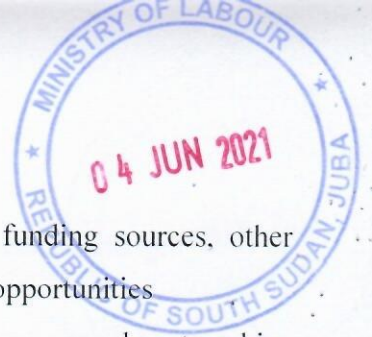
- Work with the M&E Manager/Programme coordinator to ensure the development of robust monitoring and evaluation (M&E) systems and the use of these systems to measure results and provide data for reporting and learning
- Oversee knowledge sharing across teams and ensure that monitoring and evaluation results are understood and used to improve programs
- Regularly undertake monitoring visits to the projects sites to ensure that implementation is according to plans and budgets, using the HRSS monitoring tools and guidelines
- Ensures monitoring and evaluation activities and reporting meet HRSS's standards, and are completed on schedule
- Reviews and finalizes program reports

Financial management and grant oversight

- Responsible for implementing activities in accordance with project or activity budgets.
- Ensure implementation of policies and practices
- Consults with project accountant and Finance and Administration Manager regarding best practices for financial administration of project work
- Develops and monitors the grant agreements
- Works with finance staff to revise budgets, as needed

Coordination

- Ensure Programme representation in the UN Clusters, NGO forums, and other coordination arenas in South Sudan
- Maintains relationships with current and potential funding sponsors and networks with other NGOs in order to create a network of NGO in which peer-learning and experience-sharing can occur
- Contribute in building and strengthening relationships with implementing partners, Government Authorities, UN and local NGOs and other international bodies within the states and regions in which HRSS operates



- Represents HRSS to NGO partners, government officials, funding sources, other partners, beneficiaries, and at conferences and other outreach opportunities
- Assist in developing agreements with implementing partners on annual partnerships and specific projects in accordance with given guidelines, approved plans and budgets.
- Provides support and interacts with the Program Communications Officer, Monitoring and Evaluation Manager, and other key program staff

Other

- Assists in the implementation of other programs activities, as needed
- Supports the Executive Director in various administrative tasks

a). Education

- Master Degree in Development Management, Marketing or other relevant Social science discipline.
- Additional qualification in project management, monitoring and evaluation an added advantage.

b). Experience

- 5+ years of experience managing different projects with specific emphasis on Community development projects.
- Previous experience or understanding of NGO sector
- Experience in data processing (Microsoft Word), spreadsheet (Microsoft Excel)

c). Core competencies

- Proven project management skills with experience managing multiple projects and/or working in an NGO setting.
- Knowledge of finance, accounting, budgeting, and cost control procedures.
- Knowledge of communication principles and marketing techniques
- Knowledge of communication principles and marketing techniques.
- Ability to gather and analyze statistical data and generate reports.
- Ability to coordinate and organize meetings and/or special events
- Demonstrated success in project planning, financial management, program



monitoring, report writing, and identifying and procuring technical assistance.

- Advanced writing and editorial skills
- Ability to prioritize competing tasks

d). Behavioral Competencies

- Multi-ethnic work environment with sensitivity and respect for diversity with demonstrable ability in keeping good interpersonal relations
- Strong interpersonal skills and mentoring skills to work effectively with partners/clients
- Excellent verbal and written communication skills, including public speaking and presentation skills.
- Strong English skills (spoken and written).
- Strategic thinking
- Initiating action and change

NB. The job duties and responsibility as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience

Language Requirements:

Fluency in written and spoken and English and Arabic

How to apply:

1. For more information about Hope Restoration and its work, please go to HR's website: www.hoperestorationsouthsudan.org.
2. Applications will be processed on a "rolling" basis.
3. This is an urgent post – priority will be given to applicants who can deploy immediately.
4. Send CV and letter of motivation to careers@hoperestorationsouthsudan.org

Hope Restoration is an equal employer for all , Women candidates are particularly encouraged to apply for this position.

