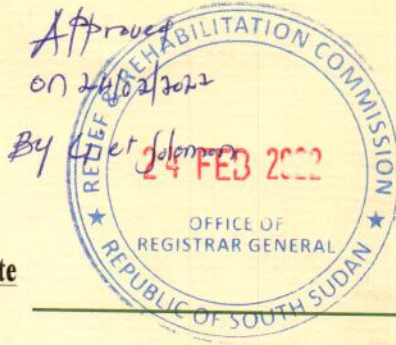




**Dialogue and Research Institute**  
*Diversity, Justice, Human Rights and Democracy*



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23/2/2022

## Job Advert

**Job title: Program Development Manager**

**Location:** Base in Juba with frequent travel to the field

**Time period:** 1 Year, with possibility of extension subject to high performances and availability of funding.

**About DRI:** DRI is national non-governmental organization that works to prevent and resolve violent conflict and promote, peace, human rights, transitional justice, rule of law and environment and climate awareness. We work with likeminded civil society organization (CSOs), stakeholders, communities, governments, national and international organizations to encourage and support effective policies and practices through advocacy, research and policy development and prevention of violence conflict among communities.

### Job Purpose:

- DRI Program development Manager will lead the development, implementation, coordination, management and representation of the various DRI programs in the field and in Juba. The main objective of the role is to provide overall leadership for Program development, implementation including proposal writing, reporting, initiating project roll out, including project management, partner's relations, donors and advocacy oversight. The post holders will be responsible for representing DRI work with the donor community and other stakeholders in the country and region.

### Summary of duties and responsibilities:

- The Program Development Manager must have strong proposal writing, lobbying, advocacy skills
- Provide leadership, management and gender sensitivity programming



**Diversity, Justice, Human Rights and Democracy**

- Responsible for project cycle management including gender- and conflict sensitive project planning and implementation.
- Mentoring and coaching for DRI project staff, especially for juba and the field staff.
- Supporting Project Managers and ensure there is adequate coordination at the project and program levels in terms of personnel, funds and other required resources.
- Developing synergies among all DRI projects, and ensure linkages between the, MEL, Admin, and Finance teams.
- Working closely with the Executive Director and project Managers to contribute to the development and implementation of the fund raising strategy and builds relations with communities, government and beneficiaries at project sites.
- To facilitates stake holders forums, workshops, trainings and mediation of conflicts
- Represent the DRI in meetings with partnership, development of program and program implementation areas at field level.

#### **Program implementation:**

- Ensure compliance with, and implementation of, all donor-related, DRI, and projects specific policies; in collaboration with the DRI's Finance, Admin, project Manager and field officers
- In collaboration with the Director ensure project and program proposals and reports are submitted to donors in a timely manner.
- Ensure DRI projects and programs achieve the agreed deliverables timelines.
- Contribute to the quarterly review, outcome harvesting, and planning process.
- Identify areas where additional inputs are needed to ensure high quality programming, focusing on continuous utilization of monitoring and evaluation results to modify program design as required by geographical areas.
- Spearhead program development and leadership
- In collaboration with the executive director, facilitate new project start-up workshops and project design meetings and rollout plan.
- Liaising with donors and potential donors, taking into account overall funding needs, in coordination with the Executive Director.
- Proving strategic leadership for the projects and programs development.
- Provide strategic development of program, funding and reporting to donors and various stakeholders
- Coordination with project manager and Executive Director, the post holder will prepare advocacy talking points to various stakeholders required.

#### **Knowledge management skills:**

- Continue DRI's practice of sound analysis, and build on the existing body of materials conducted and updated by DRI to inform program, as well as DRI contributions to human



rights, peace building and transitional Justice mechanisms in Chapter Five of the – R-ARCSS (CTRH, CRA and HCSS),

- Review relevant reports, evaluations, and other internal and external resources (including the tacit knowledge of individuals) as necessary to utilize DRI expertise and experience for improving program implementation.

**Person specification:**

- Substantial knowledge of South Sudanese communities and cultures
- A good team player, leader and mentor staff and volunteers performances
- Strong communication and people management skills with experience of managing staff in a multi-cultural setting.
- Ability to travel to States and projects sites.
- Proven ability to plan strategically and manage organizational systems and procedures.
- Fluency in English and good writing skills, power point presentation skills
- Previous experience in program management, donors reporting, proposal writing and program implementation and advocacy techniques would be an added advantage
- Strong Monitoring and evaluation experiences and drafting of project end line reports to donors desirable

**Education and experience requirements:**

- Postgraduate degree (BA/ BSc or MA/MSc/ in peace, political science international relations, and conflict studies, human rights and development studies or related field.
- Minimum of 5 years progressive management experience in peace building and/or transitional justice and rule of law sector.
- Experience in financial management, including regular oversight of financial procedures.
- Experience assessing, designing, developing, implementing, and evaluating peace building programs.
- Additional technical expertise in one or more of DRI's core strategic areas such as peace building, Human Rights, Rule of law and governance, access to justice, gender, or conflict sensitive development and environment and climate awareness.

**Application deadline:**

- Deadline for application 12<sup>th</sup> March 2022, 4pm Local time.
- Application will review on rolling basis
- DRI is an equal employer, women are encouraged to apply

**Send your application:** [drihelpssudan@gmail.com](mailto:drihelpssudan@gmail.com) or hand delivery to AMA compound, Block 3 K, South, Plot 165, Tongpiny opposite Suk Wewe/Market.

