



AFRICA DEVELOPMENT AID



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Approved by
Inspector of Labour
26/05/2023

Plot No. 379, Block 3K South, 1st Class
Tongpiny, Opp. Medair, P.O. Box 122
Juba, South Sudan
Tel: +211920222200 / +211916633416 / +254722114999
Email: ed@adadevelopment.org / yior.ada@gmail.com

Vacancy Announcement

Organization	Africa Development Aid (ADA)
Position/title	FSL Programme Manager
Reporting to	Head of programmes
Duty station	Juba with frequent travel to field locations
Collaboration	HR & Administration Manager; Finance; Sector Programme Managers and Head of programme
Duration	Three (06) Months with possibility for extension depending on funding and performance
Number of vacancies	01 (one)
Date of the advert	26 th May 2023
Starting date	Applications will be reviewed on a rolling basis.

1.0. Organizational Context:

Established in 2012, Africa Development Aid (ADA) is an expanding National, Non-Governmental, Humanitarian and Development organization operating in Upper Nile, Jonglei, Unity, Eastern & Central Equatoria States and GPAA. At ADA, we support vulnerable communities to realize their full potentials. We focus and emphasize on building resilience by creating an environment in which local populations can thrive and become self-reliant. We work to prevent and overcome situations that adversely affect community well-being by reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policies. Our belief is that economic, social and environmental security are the bedrocks of a healthy community; therefore, our programming is aimed at empowering the communities to make the good use of the humanitarian and development assistance ADA provides.

For the past ten (10) years ADA has strengthened rural livelihoods through Food Security & Livelihoods, environmental awareness, Child Protection & Education, Emergency Shelter & Non-Food Items (ES/NFIs), WASH, Peace building & Women Empowerment through transformation of harmful cultural practices. These thematic areas continue to grow and we are adapting to the rapid changes and demands that come with it.

Motivated by the Motto: **“Secure Healthy People in Safe Environment”** Africa Development Aid is committed to promoting community safe humanitarian and equitable assistance in accordance to humanitarian principles to ensure the affected population are safe and secure. ADA is committed to promoting sustainable economic and social development by working with local communities through relief and development activities. ADA aims to help the needy regardless of their race, political affiliation, creed or gender. In this regard, Africa Development Aid, is looking for a motivated, experienced and talented South Sudanese to fill the position of **“FSL Programme Manager, based in Juba”**.





2.0. Summary of Job description: The Food Security & Livelihoods Programme Manager is responsible for leading and managing all the projects related to livelihoods and Nutrition in South Sudan with the overall operational goal of creating/improving opportunities for the conflict affected urban/rural families to re-establish sustainable livelihoods & Nutritional related challenges through a community recovery approach. You will proactively participate in the strategic development and delivery of an integrated neighborhoods & Nutritional recovery programme combining livelihoods and nutrition to create a resilient sustainable community.

3.0. The objective of this position is; To create and enhance ADA's relationships with UN agencies as priority by engaging cluster's leads by demonstrating professional and technical competence as well working hand in hand with the other international Non-Governmental Organizations as well as NNGOs across the board.

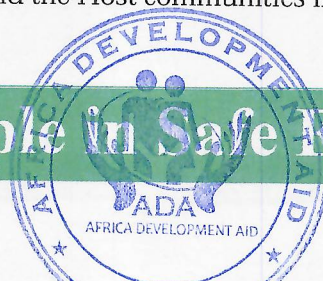
4.0. The general duties of the employee will be as follows;

5.0. The general duties of the employee will be as follows;

1. To represent FSL department in the location of deployment and in other places of interventions.
2. To abide by all grant regulations imposed on ADA if applicable to an assigned project and agree to be bound by ADA's policies and procedures.
3. To abide by all regulations stipulated in ADA's Human Resource Policy and be its custodian in Renk sub office.
4. To carry out all duties assigned by ADA's management and as stipulated in specific responsibilities hereunder
5. To accurately complete and submit timesheet verification of all pay periods worked by staff attached to this department.
6. To carry out any duty (ies) and responsibilities assigned by the direct supervisor or by the management.
7. To maintain confidentiality of information or matters pertaining to ADA that should not be disseminated whether within or without unless otherwise authorized.
8. Any other duties as may be assigned by ADA's WASH department or by the Management from time to time

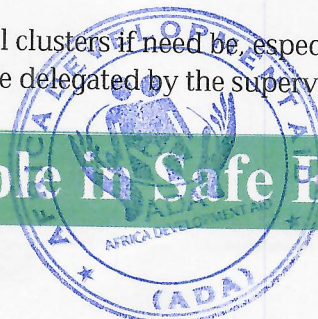
5.1. Specific job responsibilities: Specific responsibilities:

1. Design and manage delivery of ADA integrated livelihoods programme.
2. Development of programme and project proposals including all documentation methodologies, log frames and defining implementation procedures.
3. Work towards effective, timely and quality implementation of the emergency Livelihoods & Nutrition programme according to developed plan.
4. Detailed project work planning, budgeting and financial management processes using best practice tools and approaches.
5. Participate in health and nutrition forum, combine with food security & Livelihoods assessments as required.
6. Take lead in the collection of information regarding the overall health and nutrition situation and needs of the IDPs and the Host communities in the context of Food Security & Livelihoods.





7. Assist in organizing and implementing awareness sessions for IDPs and the host community on the issues related to Food and Nutrition among children, pregnant and lactating mothers and communities at large.
8. Work directly in the field with children, youth, families and other stakeholders of the project location. You are assign to, ensuring that information and support provided to beneficiaries is appropriate and reaching the most vulnerable.
9. Design, in conjunction with other programme sector managers a community mobilisation strategy for the integrated community programme approach.
10. Comply with Africa Development Aid policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.
11. Identification and development of transparent beneficiary vulnerability criteria and manage selection procedures.
12. Establishment and management of programme indicators for monitoring and evaluation of project achievements against targets and providing detailed reporting to management, partners and donors.
13. Identification and management of a secure cash grant payment delivery system. Provision of recommendations for changes as needed.
14. Ensuring that appropriate systems and methodologies for beneficiary accountability are in place including programme monitoring tools and formats, and a complaints mechanism.
15. Identification and development of partnerships with organisations, training institutions for trainings around small business development, micro-credit, financial planning etc. and on inclusive approaches.
16. Coordination and cooperation with support services to fulfil all administrative actions necessary to deliver the programme and meet project accountability needs.
17. Representation of the ADA livelihoods programme at movement and sector coordination meetings and forums.
18. Development of the livelihoods team providing leadership, management, training and capacity building as necessary.
19. Maintain rigorous reporting to guarantee the smooth operation of the programme.
20. Development of working relationships with partners
21. Ensuring the Support and cooperation with other ADA sectors in issues related to FSL, health and nutrition.
22. Documentation and dissemination of approaches and lessons learned for development of future integrated urban/rural humanitarian responses.
23. The Food Security, Livelihoods & Nutrition Roving Officer shall at all times accompany the ED in to lobbying meeting and negotiations of partnerships and budgets.
24. 5Ws reporting to the cluster timely,
25. Prepare FSL and Nutrition reports on timely basis
26. The FSL & Nutrition Roving Officer shall directly be involving in lobbying funds for the two departments.
27. Attend the cluster meetings for all clusters if need be, especially FSL and Nutrition
28. Can do any other duty that may be delegated by the supervisor.



6.0. Key Qualifications and Competencies:

❖ Education:

- University Degree in Agriculture, Development Studies, Economics, business administration, or other related fields.
- Candidates who hold Master's Degree will have advantage

❖ Experience:

- 2-5 years professional work experience with UN, INNGO, Government institutions in Food Security & Livelihoods related programming including CASH assistance and farming.

❖ Language Requirements and skills

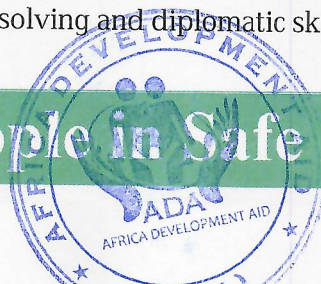
- Oral and written proficiency in English
- Spoken Arabic
- Candidate who read and write Arabic may have advantage
- Knowledge of computer applications including but not limited to Ms words, excel, access among others
- Ability to make presentation, facilitate trainings and above all project proposal writing and reporting
- Problem solving skills and ability to relate well with co-workers

7.0. *Desirable*

- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Ability to demonstrate an openness and willingness to learn about the application of gender mainstreaming, women's rights, and diversity at all times.
- Good interpersonal and presentation skills, diplomacy, and ability to remain calm under pressure and not lose sight of priorities.
- Familiarity with conflict-sensitivity approaches and application of Do No Harm Methodologies
- Commitment to ADA's safeguarding policies to ensure all people who come into contact with ADA are as safe as possible.
- Ability to think creatively, work in a team, and perform under challenging circumstances is crucial
- Excellent facilitation and communication skills.
- Good understanding and practical experience in the application of equity issues (Gender and diversity)
- Good computer skills in MS office

8.0. Attitudes

- Proactive and takes initiative.
- Flexibility
- Reporting experience, problem solving and diplomatic skills





- Respect when dealing with others.
- Identify him/herself with the mission, vision and values of ADA
- Multi-tasking

9.0. Representation

1. Representing the organization in the cluster's meetings in the field
2. Collaborating and coordinating with the government, NGOs, and UN agencies on WASH issues at counties and states level.
3. Participating in County level in WASH meetings and other relevant humanitarian/recovery coordination meetings
4. Ensuring that all relevant stakeholders have information about the organization's background, program, objectives, working areas, duration of programs and activities in the field
5. Promoting and reinforcing relationships with district and provincial technical authorities.

10. Desirable

❖ *Coordination and Representation.*

- Represent ADA externally through engagement with partners and donors such as (inter-agency coordination meetings, liaise with UN, and international agencies including with, government institutions in matters related to this programmes
- Contribute to disaster prevention, readiness and emergency preparedness at all levels of the local government.
- Build and maintain relevant strong relationships with government, UN, INGO, and local actors for strategic and programmatic purposes
- Enhance complementarity with other sectors as much as possible including WASH, resilience and food security and livelihoods, Women Empowerment with emphases on gender and protection issues.
- Represent ADA at key humanitarian forums and networks as well as conducting any other duties as may be assigned to you by your line manager.

11. Management and Reporting

- Submit periodic progress reports on activities in line with the log frame with focus on success, challenges and impact generated by the activities
- Support preparation of annual and quarterly budget planning as relevant to DRM
- Ensures financial regulations and procurement procedures are strictly adhered to
- Initiate procurements within assigned areas of responsibility if any.
- Support documentation of best practices and lessons learned.
- Prepare quarterly, annual, and other reports as required

12. Other

- Be eager to and require others to adhere to ADA's principles and values as well as the promotion of gender equality, justice and women's rights.
- Understanding of and commitment to adhere to equity, diversity, safeguarding policies including but not limited to child protection, protection of the survivors of SGBV, and staff health and wellbeing principles.





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This is a challenging opportunity for a dedicated and highly motivated professional. Please submit your application to **HR & Admin Department** or send through duop@adadevelopment.org or bring hardcopies of your updated CV with valid contacts of three referees, letter of application and academic credentials in sealed envelope to ADA Office in Thongpiny, Theo Road, opp. Medair Country Office.

ADA is an equal opportunity employer. However, this position is for South Sudanese nationals only.

Deadline for this advert is Thursday 14th June 2023 by 4:30PM

Female candidates are strongly encouraged to apply!

