



About

Hold the Child is a National Nongovernmental organization that works alongside vulnerable children in disaster affected and under developed communities. We are registered the under the 2016 NGO Act. Our Mission is to strengthen the resilience and capacity of families and communities to meet their obligations to the child through community centered child survival and development initiatives. In partnership with UN agencies, International Organisation and Diplomatic community our work since 2011 reached communities across 7 out of 10 states and 3 Administrative areas with

- Access to essential services including Health & Nutrition, Education, Protection
- Youth and Women Empowerment including Vocational and Business training
- Expression & Participation (Voice) including child led radio programing, Human rights monitoring among other advocacy efforts

Vacancy Announcements

Job Title:	Protection Project Manager
Duty Station:	Juba (70%) and 30% States
Duration:	12 months
Application Deadline:	10 th March 2024

Job Summary

The Position of Protection Program Manager is a project leadership position at Hold the Child Organization and reports to the Program Director. Based on Juba with routine visits project locations, is expected to provide technical leadership to protection services ranging from General Protection, Social Work Capacity Building, Case Management working with various teams and partners

Duties & Accountabilities

Key result #1: Programming and Implementation (40%)

- In collaboration with MGCSW and RRC, Hold the Child team oversee the implementation of Protection program and ensure that goals and objectives are met on time, on budget while maintaining sector quality standards
- Promote the culture of learning and documentation so that lessons learned, and good practices are documented and shared for institutional memory and learning
- Ensure that field experiences are document and used to advocate on behalf of the communities
- Asses unmet needs in the protection sector with and propose innovative ideas to address identified unmet needs
- Support program quality and advocacy team in designing and developing of quality funding proposals and where appropriate, securing and managing grants
- In coordination with members of the program team quality and others in identifying project proposal opportunities and highly contributing in developing technically sound proposals for new project and lead on writing project concept notes



- Informing and providing sound, objective and regular analysis of both humanitarian and development situations in the area of work in order to support and inform the development of project proposals as well as for safety and security

Key result #2: Team Building (30%)

- Promote the organizational vision, mission, values and policies; and contribute to adherence among staffs, and foster a professional working environment
- Ensure strong relationship with Hold the Child staff and support development of a professional working environment, and maintaining clear vision of the best focus and timing support to the field staff under the Protection portfolio
- Support Staff recruitment, Performance reviews, and disciplinary action in collaboration with Human resource manager.
- Provide Capacity building and mentoring of staffs; implement induction training sessions, and follow-up exercises on project operational plans and monitoring tools among other necessities as the need would arise; to ensure technical implementation of programs.
- Ensure the on-going capacity building of protection team through support to direct supervisors and ensuring staff performance evaluation and individual development plans.
- Ensure appropriate support to centre based interventions by assigned staff on regular visits, provide targeted technical feedback and replacement of staff if needed.

Key result #3: Grant Compliance (30%)

- Oversee daily implementation of protection project, provide constructive supervision to the project team and the M&E officer to ensure proper implementation, monitoring & evaluation mechanisms
- In collaboration with M&E officer, ensure that primary data collection tools, data compilation, timely preparation and submission of all external and internal reports including weekly, monthly, quarterly, final and special reports (including assessments)
- In collaboration with Field teams, M&E officer, Finance team and Head of operation, to ensure prompt adaptation of expenditure plans, review budget Vs actual expenditures
- As required, working closely with Area focal points in the preparation of cash projections on a quarterly and monthly basis and ensure services and providers are paid on time
- In collaboration with relevant staff, address any over/under expenditure issues in real time through jointly development corrective plans, to ensure adherence to donor expectations
- Review monthly and quarterly expense reports prepared by Hold the Child's staff team and work with area managers to provide feedback and comments where necessary to the supervisor and finance team
- Prepare internal and external reports with established deadline using Hold the Child and donor formats as required
- Assure appropriate and timely spending of grants to achieve program goals, grant reporting contributions, use and distribution of supplies and resources in coordination with area managers
- Ensure compliance to the Hold the Child's adopted Complaint, Referral, Tracking, and Feedback, Mechanism (CRTFM) across all project supported activities
- Adhere to codes of conduct in all activities (e.g., UN Code of Conduct for the prevention of sexual exploitation and abuse and Hold the Child, Child Protection Policy), needs of vulnerable people, violations of human rights, child rights and women's rights (i.e., international conventions), and reporting mechanisms.



Requirements

Required

- Master's degree in social work and human rights related fields
- At least 7 years in coordinating, implementing and managing protection programs (GBV, Child Protection etc.)
- Demonstrable experiences in general management including budget, team and logistics management (reporting)
- Experience in training last-mile social workers
- Skills and experiences of remote management and willingness to travel expensively
- Flexible, diplomatic and have ability and willingness to live and work under pressure of workloads
- Fluent in English in every way, and Juba Arabic (spoken)

Desirable

- Previous experience working in South Sudan
- Social work degree is at undergraduate is added advantage
- Experience working with the academia
- Strategic technical and intellectual skills in program management
- Good writing and communication skills (oral and written English)
- Experience in coordination roles, providing support to partners and in particular senior government officials
- Demonstrate abilities to operate effectively in highly complex organisational context
- Possess strong interpersonal skills to harness team work, manage team disputes, build synergies and collaboration among operational base teams:
- Demonstrable skills in Computer (MS Office skills – experienced user of Word, Excel, Powerpoint)
- Self-motivated and capable of proactive problem-solving when presented with a problem or issues
- Transparent, patient, adaptable, and able to work with little infrastructure which includes transport limitations; and culturally sensitive

How to Apply

Interested candidates who meet the above conditions should forward bring their applications and CVs to info@holdthechild.ngo or by hand delivery of hard copies to Hold the Child respective offices near you by 10th March 2024.

Female application a highly encouraged

Please note that only shortlisted applicants will be contacted. Do not submit original documents



A handwritten signature in blue ink, appearing to be "D. J." with a long tail.

