Alliance for Community Development (ACD)

Programme Manager

Purpose of Position:

The Programme Manager will provide overall leadership to ACD Programs, ensuring partner coordination, logistical and technical support to the teams.

Role involves integrated programming with Food Assistance, Education, GBV and Protection, Health and Nutrition and Water, Sanitation & Hygiene (WASH), Food Security and Livelihoods and NFIs, targeting conflict affected populations in South Sudan.

Key Responsibilities:

Grant Implementation:

☐ Supervising program area and operations teams to meet implementation. Staff management, leaves, performance appraisal and accountability.

☐ Providing technical support in programming within the States/Counties to ensure is done per donor's standards.

☐ Ensuring protection and humanitarian accountability is fully implemented with the Response Projects.

☐ Engaging the all Clusters by ensuring that there is a good working relationship and that ACD is actively involved in meetings, TWIGs and Assessments.

☐ Directing and overseeing the implementation of the project grants, ensuring that the projects ultimate, intermediate and immediate outcomes are achieved.

Staff Supervision and Management:

☐ Supervising a team of senior level international and national staff with skills across a diverse set of technical areas.

□ Developing and maintain an adequate human resource plan consistent with ACD policies, donor requirements and local laws and ensure proper technical and operational capacity of staff to manage and implement project initiatives.

□ Ensuring competent and motivated staff are hired and retained.

□ Conducting quarterly reviews of staff performance in line with ACDs performance management system, ensuring opportunities for staff feedback.

□ Ensuring proper technical capacity of staff is available by providing training and performance management to project staff.

Budget Management:

□ Managing grant budget within approved spending levels and ensure accurate and timely financial reports to donors and key management staff in ACD SS.

□ In conjunction with Finance Manager, ensuring grant/project compliance whereby project expenditures are reasonable, allocable, and prudent and spent in accordance with donor rules and regulations to ensure compliance with external audit.

□ Overseeing supply and equipment procurement, acquisition, disposition, and management in compliance with ACD internal and donor requirements.

□ Monitoring, Reporting, Documentation & Knowledge Management:

□ Maintaining effective project quality assurance mechanisms, including monitoring system for tracking of project progress against indicators, activities and key project milestones, reporting, evaluation, and communication systems.

□ Conducting routine visits to all project sites for purposes of monitoring and operational support.

□ Ensuring submission of timely, accurate and high quality reports that meet donor requirements.

□ Developing Standard Operating Procedures for monitoring, reporting, documentation and knowledge management, including establishment of standard tools and systems for documentation and information sharing of project progress, best practices, lessons learnt and success stories.

Donor Relations:

☐ Representing Alliance for Community Development in engagement opportunities with the Government of South Sudan, United Nations agencies, clusters, implementing and technical partners and other relevant stakeholders.

☐ Representing Alliance for Community Development at relevant meetings with the Government of South Sudan and partners to provide updates on project progress and communicate challenges of the program implementation.

Security:

☐ Implementing program operations according to safety standards with support from the Staff Safety and Resilience function.

Resource Acquisition & External Engagement:

☐ Supporting the development of proposals to meet needs identified at Area and Community Levels that are aligned with the ACD South Sudan Response plan.

☐ Profiling our work and supporting external engagement efforts.

Knowledge, Skills and Abilities:

☐ Minimum Bachelor's degree in social sciences, public health management, business administration, international development or a related field or equivalent experience in grant management.

☐ Proven ability to manage complex partnership relationships including effective coordination with authorities at the county, state and national level.

☐ Experience adhering to the Red Cross and Red Crescent Code of Conduct, HAP-I Standard, ECB Good Enough Guide, Sphere Standards (Humanitarian Charter and Participation Standard), donor requirements and ACD Humanitarian Accountability Framework.

☐ Experience and skills in partnership building, especially with the donors, private sector, NGO and local community organizations.

☐ Ability to maintain performance expectations in diverse cultural contexts, psychologically stressful environments, and physical hardship conditions with limited resources.

☐ Ability to work in high tension and high security risk situations and be able to adapt to rapidly changing contexts.

☐ Strong English communication skills (both oral and written).

☐ Demonstrated strong analytical, managerial, leadership, communications and interpersonal skills.

☐ Proven ability in the management of large integrated programs.

☐ Positive collaboration and facilitation skills; Leadership of large and diverse teams; Diplomacy.

☐ Willingness to take up a position post and residence in a fragile context; Preference for candidates with previous work experience in South Sudan.

☐ Commitment to ACD Core Values and Mission Statement.

☐ Technical expertise in managing integrated projects with Food Security and Livelihoods, Protection, Nutrition and Water, Sanitation & Hygiene (WASH) services.

☐ At least 2 years of experience in program management and administration, financial management, award cooperative agreement compliance, sub award management, and tracking project performance and costs.

☐ At least 2 years of experience in emergency relief or development project management in fragile or challenging and complex contexts with responsibility of overseeing comprehensive food security programs.

☐ Effective in written and verbal communication in English.

Work Environment/Travel:

☐ Work environment: Juba based position with frequent visits to the field.

How to Apply

☐ Interested and qualified candidates should apply online by **30ᵗʰ May 2023 by submitting CVs and relevant documents to acdhroffice@gmail.com**.