



58-H-3  
Approved by Senior Inspector  
MOL/AS/JI  
28/06/2022



Job Title	<b>Program Manager (Volunteer)</b>
Country	<b>South Sudan</b>
Location of position	<b>Juba with frequent movement to field locations</b>
Position opened for	<b>South Sudanese</b>
Direct supervisor	<b>Executive Director</b>
Desired start date	<b>ASAP</b>
Open date	<b>28/6/2022</b>
Closing date	<b>20/7/2022</b>

### ORGANIZATIONAL BACKGROUND

Hope Reviving Platform (HRP) is a National Non - Governmental Organization established in 2016 as a Community Based Organization (CBO) and registered as a national NGO in 2021 by group of young South Sudanese activists who felt the desire and needs to contribute towards shaping the future of South Sudan by empowering and building the future, through advocacy, educating , giving capacity building, peace building and conflict mitigation, information sharing and conducting networking activities which aims at supporting the different communities in South Sudan by cultivating in, the different skills and improve the existing talents of the community members.

HRP is a humanitarian organization with its legality in accordance with the National NGO Act 2016 of the Republic of South Sudan. As NNGO, HRP bears a registration No. 3,506 in the National Ministry of Humanitarian Affairs and Disaster Management Directorate of RRC-Relief and Rehabilitation Commission as a non-political and non-profitable organization.

### PURPOSE OF POSITION

The program manager will be responsible for the overall implementation, supervision, coordination, communication and operational management of all the program activities of Hope Reviving Platform (HRP)

### ESSENTIAL DUTIES AND RESPONSIBILITIES





## Job Description

- ❖ Work closely with the program coordinator and the Executive director to achieve the key strategic program goals and outcome
- ❖ Provides effective and efficient management of project implementation in line with the project proposals and donor requirements
- ❖ Ensures timely production and submission of donor reports and budget reports
- ❖ Identifies funding opportunities and coordinated the design and development of new concept notes, programmes/projects in close coordination with other departments
- ❖ Contributes and provided technical support to the strategic planning including the development of HRP strategic work Plans
- ❖ Formulates, updates and manages the organization's work plans with clear timelines and in coordination with the executive director and ensuring they contribute to the target as set in the strategic work plan.
- ❖ Monitors program activities and ensures compliance with contracts and procedures and ensured that program cycle quality controls are in place
- ❖ Monitors, evaluates and reports on progress of established work plans as well as project activities
- ❖ Organizes consultative meetings, workshops and trainings on identified gaps so as to build staff capacity
- ❖ Participates and engaged actively in various stakeholders and UN working groups, conferences, workshops and provided support in representing HRP.
- ❖ Leads communications, coordination and development, design of proposals
- ❖ Compiles and works together with M&E unit to ensure that weekly, monthly and quarterly reports are timely submitted to the program coordinator and Executive Director

## PREVENTION OF SEXUAL EXPLOITATION AND ABUSE

- ❖ Actively promotes and encourages all staff to adhere to PSEA standards within HRP and amongst all vendors, suppliers and beneficiaries supported and served by HRP.

**COMPLIANCE AND ETHICS:** Promotes encourages an environment of compliance and ethics through out Hope Reviving Platform. As applied to this position, maintains a straight forward







understanding of HRP and donor compliance and ethics and makes sure all staff adhere to those standards and as well conduct work with the highest level of integrity and accountability.

## **JOB REQUIREMENTS**

### **Required skills, knowledge and abilities**

- ❖ Strong communication skills
- ❖ High level of coordination skills and presentation in both internal and external forums/clusters/government line ministries
- ❖ Knowledge in designing and implementing appropriate and effective holistic multisectoral programming
- ❖ Ability to lobby and fund raise
- ❖ High level supervisory and organizational skills
- ❖ Experience and skills in ensuring community participation and gender and age sensitive programming
- ❖ Computer Proficiency in MS word, excel and power point
- ❖ Ability to cope up with stress, hardship, patience, flexibility and willingness to work additional hours to meet tight deadlines
- ❖ Ability and willingness to travel to field sites

### **QUALIFICATIONS (Training, education and experience)**

- ❖ Degree in international development, Project management, social sciences and other relevant field of study
- ❖ 4 or more years of relevant and consistent NGO project, personnel and operational management
- ❖ Experience in multisectoral project management in the humanitarian sector
- ❖ Ability to exercise sound judgement and take decisions independently
- ❖ Skills to relate, influence and motivate staff effectively
- ❖ Strength to analyze and interpret technical and non-technical reports in the English language
- ❖ Fluent in English and Arabic is highly required.





## HOW TO APPLY

Interested south Sudanese nationals who meet the above criteria should submit their Cover letter, CV, nationality certificate, academic certificates and other supporting documents to [info@hoperevivingp.org](mailto:info@hoperevivingp.org) or hand deliver hard copies to HRP head office in Munuki off Bilpam road behind Mabil petrol station. For direction call this number **0929663737** or **0920303038**

### NOTE:

1. We appreciate your application however, only shortlisted candidates who meet the requirements will be contacted for interviews.
2. Clearly indicate the position “**Program manager**” on your email subject line or at the back of your envelope.

