



## Job Description for Project Manager

50-H-3  
Approved by  
Inspector not  
04/05/2023



**Job title:** Project Manager  
**Location:** Juba  
**Reporting to:** Program Manager  
**Starting Date:** As soon as possible based on donor commitments  
**Period:** 1 -year with possibility of extension depending on availability of funds

**Opening Date:** 04<sup>th</sup> May 2023  
**Application deadline:** 25<sup>th</sup> May 2023

### BACKGROUND

IsraAID is an Israel-based non-governmental organization that was founded in 2001 and has since its inception worked in emergency and long-term development settings in over 55 countries. IsraAID's mission is to support people affected by humanitarian crises by partnering with local communities around the world to provide urgent aid, assist recovery, and reduce the risk of future disasters.

We are therefore seeking for experienced, qualified competitive dynamic- self-motivated, a highly competent individual with exemplary ethical conduct to join our South Sudan Program as a Project Manager under UNICEF Project to be based in Juba

### JOB PORPUSE

The Project Manager provides management, leadership and technical support to the IsraAID - SSD UNICEF protection project ensuring project planning, implementation and resource management in line with IsraAID strategies and Donor guidelines. The incumbent will also provide guidance and supervision to project staff.

### Duties and Responsibilities:

- Supervise and lead the management of IsraAID SSD UNICEF Protection Project in Urban Juba to ensure quality implementation that is aligned to the project design, and adheres to IsraAID and donor guidelines and other auxiliary requirements.
- Oversee the successful phasing-in of the project in collaboration with the target institutions and communities, ensuring adequate sensitization, involvement and participation of the communities in line with the CHS on Quality and Accountability for ownership and sustainability.
- Responsible for the management of project resources including human and financial resources, and ensure sound financial and people management practices aligned to the IsraAID and donor policies and procedures are adopted throughout the project period.







- Working together with the MEAL Officer, spearhead the development of the project monitoring framework and scheduling of perioding quality review meetings and ensure timely and successful achievement of project milestones.
- With support of the MEAL officer, ensure regular monitoring and evaluation of the Project are carried out as per IsraAID and donor requirements and phases/quarters to improve implementation and impacts of the project according to the project design and future programming.
- Work closely with partners to strengthen and enhance their capacities to carry-out protection programming, safeguarding women and children in their journey to safety and security for safe environment.
- Develop/identify appropriate – specific protection & GBV services information materials and activities to different group identified i.e., Community structures, Women and adolescents, community in general with consideration of people with disabilities exist in the location.
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- Under supervision and support of the Program Manager, liaise with the administration and other departments, provide reports on the project progress as required by IsraAID and donor reporting timeline.
- Ensuring timely implementation of project activities and prepare project reports within set deadline.
- Develop and ensure protection messages are appropriate (GBV, CP, PSEA and Environmental Upkeep/cleanliness awareness raising) for the community and reviewed before dissemination and development weekly and monthly plan based on protection/GBV trends and needs of women and girls with the staff.
- Oversee the management of project documentation, data collection and ensure project conducts and reports of the outcome of the safety audits, assessments and provide analyses with evidence based prior to exercises conducted to present reports.
- Participate in Coordination meetings and initiatives of the clusters and government related institutions, local leaders, and other relevant stakeholders to improve IsraAID visibility, partnership and networking with all relevant duty bearers ensure diversity and team work, coach mentor project teams and partners for future program management cooperation and coordination.
- Perform any other duties as may be assigned by the supervisor from time to time.

### Required experience and competencies

- At least a Bachelor's degree in Social Sciences, Development Studies, Project Management or other relevant field **(required)**.
- Minimum 3 years' progressive experience managing Protection/GBV/PSEA/CP programming within the NNGO/INGO sector **(required)**
- Excellent knowledge and skills working with local communities, partner capacity building.
- Good communication and excellent report writing in English is a must







To apply for this position, please send your CV (Max 3 Pages) to [ssdhr@israaid.org](mailto:ssdhr@israaid.org) or hand drop to IsraAID office in Juba at Afex River Camp

**Please note that CVs longer than 3 pages will not be considered**

*Please note that you have indicated the title of the position you are applying for*

*We regret to report that only shortlisted candidates will be notified*

