

Jobdescription

Job Title:	Project Manager EiE (Education in Emergency)
Qualifications:	Bachelor's Degree in Education
Experience:	At least 5 years of experience working for an International organization in a related field.
Job Location:	Nasir and Maiwut Counties, Upper Nile State, South Sudan
Direct Supervisor:	Emergency Program Manager

Job Summary:

The project manager is responsible for the day to day implementation and running of the EiE project. This includes, but not limited to, planning of project activities as outlined in project document, LFA and other relevant documents, timely implementation of said activities through following the work plan, budget control to ensure the "value for money" principle, regular monitoring of project activities, including evaluation of results and impact and regular narrative and possible financial reporting to his/her supervisor.

As there are two geographical locations involved in the project (Nasir and Maiwut Counties) the project manager should be aware, that there will be frequent travel between the locations and needs to plan in such a way, that both locations will be serviced with the above mentioned activities and project staff in both locations is supported on a regular basis.

The project manager should also assist ADRA South Sudan in suggesting new possible project activities / proposals, through ongoing assessments and interaction with the community members and local authorities in the area of intervention, to identify non supported needs among the population.

As a project manager, working with children, there are specific issues to give priority:

Child Protection:

The project manager needs to know about and practice Rights of Children, risks and good practices for child protection. Special emphasis needs to be given to use of corporal punishment in the schools, communities and at home, and how children can be protected from such forms of abuse.

Child safeguarding:

Focusing on personal safety for children, by protecting them from physical, emotional and sexual abuses including neglect and mob-violence.

Gender and culture:

The project manager is expected to treat both adults and children with respect and dignity, regardless of gender, religion and ethnic affiliation.

Duties & Responsibilities:

- Uphold the mission, vision and values of ADRA SS.
- To adhere the rules and regulations, procedures, and policies of ADRA SS.
- Be familiar with and participate in the review of core project documents (log frame, result matrix, activity charts, and M&E forms).
- Support project staff (whether in form of trainings, reviewing of M&E forms, etc.).
- In close collaboration with management team, and as may be recommended from time to time, engage in the design, and implementation of the monitoring and evaluation framework.
- Ensure that all field trips by staff are appropriately documented; data (from FGD and other forms of data collection such as meetings with community, teachers and children) captured, analyzed and reported.
- Monitor and ensure appropriate quality control of project assets. (including construction material and works) procured and/or distributed by the project.
- Provide data analysis of project targets achievement, impact and challenges (PLEASE NOTE: Data needs to be collected as planned in log frame under output "means of verification" section as well as the result matrix document "frequency of collection" session. Any deviations MUST be communicated in time to management team).
- Review and keep updated information of the project activities (weekly, monthly, quarterly, bi-annual, and annual).
- Present quantitative and qualitative data of activities in clear, reliable and consistent fashion.
- Coordinate with M & E officer in recording data, cross checking information across activities/output data, as well as with project core documents (log frame, result matrix, activity charts, etc.).
- Pay regular visits to all implementation sites within the project area.
- Engage in ongoing/regular and timely review and information update of the M&E system for the project to ensure consistency of data across all project activities, and in collaboration with M & E officer, provide support prior to and after field staff field, and project trips by any other internal or external persons.
- Provide timely, clear, and consistent, project-related communication to all members of the Project team. Reporting schedules of the projects are jointly agreed and provided, and must be adhered to.
- Represent ADRA at the state level and where necessary.
- Conduct bi - annual staff appraisal and avail information to management.
- Provide monthly update/report on the assets of the project and ensure proper asset management.
- Ensure project records are kept up to date in both hard and soft copies in the field office.
- Inform and discuss with accountant/programs department concerns of under or overspending / burn rates and ensure that financial reports are timely and field activity cash is regularly replenished.
- Provide management with signed copies of monthly staff timesheets.
- Facilitate monthly staff meeting and provide management with the information.
- Provide consistent, accurate and reliable weekly, monthly, quarterly, bi-annual and annual reports where necessary.
- Roll out and document progress on the implementation of complaints and Response Mechanism, Protection, Finance and Procurement policies, giving productive feedback on ways for improvement.
- Ensure human interest stories/success stories are documented to show project impact.
- To undertake any other relevant duties as may be assigned from time to time by supervisor.



Key Performance indicators

- No absence during official organizational working hours other than those coordinated with the direct supervisor.
- Timely submission of quality, relevant and complete reports.
- Provision of timely, clear, and consistent, project-related communication to all members of the Project team.
- Timely implementation of project activities as per the agreed activity schedules.
- Timely preparation and submission of regular and detailed project plans and budgets in line with project documents.
- Ability to demonstrate understanding of project logic.
- Proper record keeping.
- Demonstrate prudent use of financial and material resources.
- Organize weekly, monthly, quarterly, biannual and annual project meetings, document and share minutes.

Other Valued Criteria:

- Willingness and flexibility to work as part of a team.
- Social and cultural understanding
- Computer literacy with very good working knowledge of word processing, spreadsheet, PowerPoint and email software programs.
- Honesty, integrity, interpersonal skills and ability to work under tight schedules with minimum supervision.
- Willingness to work extra hours in order to meet tight deadlines.

Instructions for applications:

All application shall be addressed to HR Units – ADRA South Sudan P. O. Box 247 Juba C/O SDA Compound in Munuki.

A CV of 4 pages less coupled with a one cover letter is acceptable.

Should you be interested, please send your CV and cover letter to jobs@adrasouthsudan.org

Deadline: The deadline for receiving applications will be 17th April, 2020.

