

**AQUA-AFRICA SOUTH SUDAN**

50.43

10-10-2023

<b>Job Title</b>	<b>Program Manager</b>
<b>Job ID</b>	<b>012</b>
<b>Location</b>	<b>South Sudan</b>
<b>Reporting To</b>	<b>Executive Director</b>
<b>Contract Duration</b>	<b>12 Months (Possibility of renewal)</b>
<b>Starting Date: 12/10/2023</b>	<b>Closing Date: 31/10/2023</b>



Aqua-Africa was founded by native South Sudanese who became child refugees during the long-term conflict in former Sudan and have committed their adult lives to improving the dismal living conditions of rural communities in impoverished South Sudan. Aqua-Africa has been working since South Sudan's Independence to provide reliable access to clean water, sanitation, hygiene and energy (WASH+E) to communities of South Sudan, create community-led institutions to manage services, and support the enabling environment to ensure sustainability.

Aqua-Africa's first project launched in 2011 and to date, the organization has worked with over 25 rural communities and reached over 30,000 people. Over the next five years Aqua-Africa is endeavoring to more than double its impact by scaling its unique Village Supplier Utility System (VSUS) model, which is designed to support communities of 2,500 – 15,000 with water access. Aqua-Africa has successfully installed seven Village Supplier Utility Systems in South Sudan which are now being managed by the local community institutions who were trained by the organization.

Aqua-Africa employs a unique training program, MicroDemocracy in each community where we operate to establish a Water Management Committee. This program is central to our work.

**JOB DESCRIPTION**

Aqua-Africa's Program Manager (PM) is an essential role of the organization. The PM is responsible for the development of project budgets and workplans, and providing guidance to the project team in the completion of projects within the overall program. The PM will monitor and manage the implementation team including vendors, track and report project status, and coordinate with program stakeholders's to achieve Aqua-Africa's mission and vision.

Aqua-Africa South Sudan.  
 Tecno Center, Mobil Roundabout, Hai Cinema, 1<sup>ST</sup> Floor, #F11  
 Juba, South Sudan  
[www.aqua-africa.org](http://www.aqua-africa.org)  
 Without Water, Nothing Can Grow.



## GENERAL ROLES AND RESPONSIBILITIES

The Program Manager will provide strategic leadership and technical oversight to ensure that communities have reliable access to clean water, sanitation, hygiene, and energy (WASH+E). S/he will actively coordinate with all integrated response program sector heads, Executive Director, Head of Finance, Head of Operations, and the supporting partners. In the spirit of Partnership, the PM will effectively collaborate and coordinate with business partners and the South Sudan government (national, state, and county) to strengthen and deliver services to communities. The PM will ensure that partnership engagement purpose, values, and the objectives are communicated amongst staff to create mutual understanding, ownership, and facilitate input from staff to both strategic and tactical planning processes. Program Manager will effectively contribute, and in some occasions take the lead in, development of program strategy by providing useful feedback and providing suggestions to the team.

- Prepare project budgets and workplans.
- Identify project resource needs and staff skill requirements.
- Identify workplan phases, tasks, task dependencies, responsible persons, milestones, task start and end dates.
- Manage and monitor multiple projects concurrently.
- Report project status to the Executive Director and sector heads, and take action on late tasks to keep projects on schedule, under budget, with satisfied beneficiaries.
- Assist in preparation of the organization's annual operating budget.
- Provide support to the development and implementation of various operational plans and technical/logistical tracking systems to ensure timely project delivery.
- Oversee, manage, evaluate and improve the organization's community training programs.
- Oversee the recruitment, training, and management of subordinates.
- Develop vendor Requests for Proposal (RFPs), analyze their work proposals, and negotiate vendor contracts.
- Participate in the overall strategy and development of implementation plans, programs, and procedures to accomplish the organization's objectives.
- Liaise and develop relationships with partner organizations, technical experts and WASH specialists throughout program design and implementation.
- In collaboration with County Water and Sanitation Departments undertake detailed analysis and design appropriate interventions to meet and strengthen local capacities.
- Participate in development activities such as proposals for grant funding.
- Plan the implementation of the field work and establishment of work timetables.
- Ensure timely delivery of program activities by coordinating the team to plan, execute, report, and monitor achievement of program deliverables.

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- Take lead in management of program risk by proactively anticipating issues and collaboratively developing contingency plans and solutions.
- Assist in defining the approach with local stakeholders.
- Conduct regular field visits to monitor implementation, consult with key stakeholders and provide support to program staff to ensure timely and effective implementation of projects; determining gaps and needs and taking corrective measures within appropriate timelines.
- Enter data collected from monitoring activities accurately and according to the monitoring schedule.
- Ensure data integrity through data collection, analysis and sharing to donors and relevant stakeholders.
- Uphold Aqua-Africa's core values, policies and procedures.
- Carry out any other duties assigned by the supervisor.

#### EDUCATION AND QUALIFICATIONS REQUIREMENTS

- University Degree in one of these fields: Public Health, Business Administration, Management, Water Engineering, or other related field with strong project management component.
- Speak and write English at working/professional level.
- Command of Microsoft Office Applications (Word, Outlook, PowerPoint and Excel).
- Significant work experience in program management, administration, and design in the WASH sector.
- Demonstrated experience in community mobilization, organization and relationship building.

#### PREFERRED SKILLS

- Excellent written and verbal communications
- Experience designing and implementing monitoring & evaluation (M&E) activities for WASH programs.
- Experience on programs with a gender empowerment focus.
- Experience working on large donor funded projects (i.e., USAID, UN).
- Experience at negotiating funding agreements with funding partners
- Demonstrated leadership characteristics and the ability to command the respect and attention of others.
- Ability to set and achieve goals.
- Ability to work diligently, independently, and sometimes under pressure.
- Ability to work in a teamwork environment and coordinate teamwork.

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- Demonstrated ability to transfer knowledge to diverse audiences through training, mentoring and other formal and non-formal methods.
- Excellent understanding of what democracy is and how it works.

**Aqua-Africa is an Equal Opportunity Employer**

- This vacancy is a national position and South Sudanese nationals to apply.
- Please attach FRONT and BACK of your National ID or passport.
- Female candidates are HIGHLY encouraged to apply.
- Short listed candidates will be contacted.

**Application Submission:**

Interested candidates should submit application letter and CV no later than October 31, 2023.

\*Candidates that do NOT type the email addresses correctly the first time, will be disqualified.

- Address your application letter and CV to Human Resource, Aqua-Africa South Sudan, by email ONLY to [welakau@aqua-africa.org](mailto:welakau@aqua-africa.org), cc [mabioracouth@aqua-africa.org](mailto:mabioracouth@aqua-africa.org) and [danabradfield@aqua-africa.org](mailto:danabradfield@aqua-africa.org) indicate "PM/012" in the subject line.

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A handwritten signature in blue ink, located above the Aqua-Africa logo.