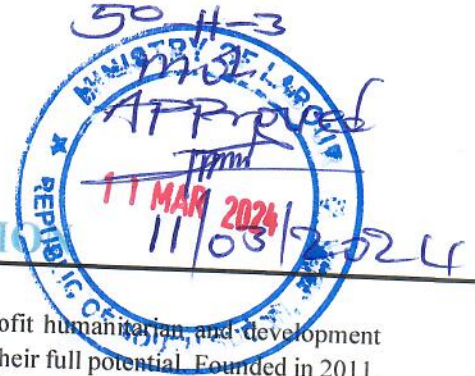




SMILE AGAIN AFRICA DEVELOPMENT ORGANIZATION



Smile Again Africa Development Organization (SAADO) is a national non-profit humanitarian and development organization dedicated to working with the youth and their communities to reach their full potential. Founded in 2011, SAADO works across all the states of South Sudan promoting social cohesion and empowering communities to tackle the causes of poverty and injustice. We provide humanitarian assistance to families affected by disaster & and conflict while partnering with communities for long-term solutions to alleviate poverty. Motivated by the potential of the youth, we optimize their role to foster peaceful co-existence and economic empowerment in South Sudan.

SAADO is looking for some qualified persons to fill the position of;

Job Title: Area Manager (3) Positions
Line Manager: Program Director
Location: Upper Nile State, Malakal, Jonglei State, Bor, and Northern Bahr El Ghazal State, Aweil

Job Summary:

Reporting to the Program Director of the Area Manager is responsible for overall leadership and implementation of the project life cycle (initiation, planning, implementation, and monitoring) with key emphasis on managing internal and external coordination, stakeholder management, and government liaison at the state level. The job holder plays a key role in the representation of SAADO with local authorities, clusters, I/NNGO, and other actors in the area of operation. He/she ensures that staff receive the optimum level of support in the field to implement program activities promptly. The Area Manager should have strong analytical skills, a robust understanding of program management, fundraising, monitoring and evaluation, reporting, stakeholder management skills, and working at a pace.

Key Responsibilities

Program Management

- Working closely with the Program Director of Implementation to vouch for and generate new program ideas in the respective state.
- Representation with stakeholders, cluster partners, donors, local administration, and government agencies.
- Update all stakeholders on regular SAADO updates and planned program direction, to enable them to have an overall understanding of SAADO concerns and promote ownership of the program by the various stakeholders
- Liaise with partners at the state and local level; attend all appropriate coordination/sector meetings and share information regarding projects and security where relevant.
- Prepare and implement yearly plans for proposals/Projects that have been approved by donors.
- Preparation and presentation of the yearly proposal to senior management.
- He/she coordinates the project cycle and more particularly the operational monitoring of programs implemented by SAADO.
- Assists in the strategic integration and running of the projects with relevant stakeholders.
- Ensure accuracy, accountability, and transparency of the operations, with periodic and timely reports to the partners, and donors.

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Juba – South Sudan

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Email: info@saado.org
Website: www.saado.org
Tel: +211 (0) 0928838000
Twitter: @SAADOYAP

- Responsible for providing technical guidance to field-based teams and ensuring that high-quality activities are implemented and evaluated promptly.
- Ensures expenditures are documented by donor requirements Advises key Program staff and other staff related to the operations of key issues from time to time.
- Ensure field teams have a solid understanding of emergency, recovery, and development programming, and conduct regular training for staff to build skills and capacity.
- Ensure sector accountability mechanisms are put in place, ensuring that the feedback is incorporated into program design
- Ensures rapid recruitment, induction, and training of new staff

Coordination and Stakeholder management

- Participation in external coordination /networking forums and meetings, organize and participate in joint/individual assessments, proposal design writing, and project kick off.
- Participate in developing broader sector strategies through the influence of and leadership within inter-agency coordination forums, including taking on a co-chairing role where needs demand.
- Build and strengthen networks and partnerships with strategically identified stakeholders to improve learning, influence competitiveness and visibility to realize sustainable impact on the lives and livelihoods of the communities we serve
- Ensure and maintain good relations with stakeholders' local authorities and line ministries, ensuring that SAADO remains impartial and neutral while responding to beneficiary needs.;
- Follow up with SAADO Memorandum of Understanding (MOUs) with partners and other government agencies

Fundraising

- In close coordination with the Program Directors, Program managers, Grants and Finance Managers develop high-quality concept notes and proposals to donors
- Leads in conceptualizing and designing cost-effective, innovative, and high-quality programs to serve difficult-to-reach areas
- Coordinates overall funding process from donors. This includes: developing funding strategies, creating grant proposals, and identifying strategic leads and concepts

Reporting:

- With input from the Project manager, help produce high-quality program progress reports as per donor requirements.
- Provide high-quality review and assembly of program documentation including drafting, editing and formatting.
- Provide thorough progress reporting, and continuous analysis of the achievements, and facilitate project reviews, evaluation, and audits.
- Develop donors reporting timelines and requirements template; ensure it is updated all times.
- Collecting and collating information from field teams, supporting teams, and management in documenting ongoing activities in each project/thematic area.
- Timely dissemination of reporting tools and requirements and follow-up to ensure internal and external reporting deadlines are respected.
- Cross-check data with other program staff to ensure that reporting generated accurately reflects program activities.
- Conduct staff training needs assessment and organize corresponding training forums on results-based program management and reporting.



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- Support program staff in organizing and managing seminars, workshops, and donor field visits as required.

Staff Safety and Security

- Ensures that all safety and security minimum operating standards are met
- Works with the Safety and Security focal point person to ensure the implementation of staff security guidelines
- Ensures periodic security assessments are carried out and reports submitted to the Country Senior Management team on time.
- As the Security Focal Point for the site and the state coordinator I am responsible for the safety of their team and at all times in a position to respond to a security incident.
- Ensure the safety and security of the staff in the area of operation;

Administration

- Oversee and supervise the HR Finance and Logistic in the field
- Training the staff in policies & procedures
- Conduct staff training based on need and organize corresponding training forums on results-based program management and reporting.
- Support program staff in organizing and managing seminars, workshops, and donor field visits as required.

KNOWLEDGE, SKILLS & ABILITIES

- At least a bachelor's degree and 5 years of work experience in a field coordination position;
- Experience in program management
- Good interpersonal and motivational skills;
- Experience in report writing
- Experience of senior level representation with governmental/local authorities and other NGOs;
- Experience in managing staff safety and security requirements and good analytical skills in political and security situations;
- Experience in stakeholder management
- Good Logistics and Finance/Admin background;
- Experience in developing and negotiating successful partnerships with institutional donors
- Excellent communication skills
- Excellent analytical skills, organization, and report writing/editing skills.



HOW TO APPLY FOR THIS JOB:

Interested candidates should submit their applications to the SAADO Office Human Resources, Department, at Plot No: 7, Block BX Jerusalem Apartment Behind Twin Tower, Hai Cinema, Juba, South Sudan, or e-mail to vacancy@saado.org not later than March 31st, 2024

Note, SAADO South Sudan, is an equal opportunity employer; it does not discriminate on the basis of religion, race or political affiliation

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