

JOB ADVERTISEMENT

VACANCY NUMBER: PM/ Akot, Lakes States /006

Job Title: Program Manager I
Department: Programming
Reports To: Head of Programming I
Country/Location: Akot Lake States, South Sudan



About CRS

Catholic Relief Services (CRS) carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. Our Catholic identity is at the heart of our mission and operations. We welcome as a part of our staff, and as partners, people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS has been operational in South Sudan since 1983, focusing on community-based food and livelihood security through agriculture, health, peacebuilding, WASH, emergency relief, and savings and lending activities.

Job Summary:

You will manage programming in the Country Program (South Sudan) in Akot, WASH, Cash for assets and Disaster Risk Reduction (DRR) Program areas, designing and implementing projects advancing Catholic Relief Services' (CRS) work in serving the poor and vulnerable. Your management skills and knowledge will ensure that the CP delivers high-quality programming and continuously works towards improving the impact of its programming.

Roles and Key Responsibilities:

- Manage and implement all activities throughout relevant project cycles - project design, start-up, implementation and close-out - to ensure efficient and effective implementation in line with CRS program quality principles and standards, donor requirements, and good practices. Ensure project team and partner staff use the appropriate systems and tools.
- Effectively manage talent and supervise. Manage team dynamics and staff well-being. Provide coaching, strategically tailor individual development plans, contribute to the recruitment process of project staff, and complete performance management for direct reports.
- Champion learning with project staff and partner teams. Analyze and evaluate project performance data following MEAL policy. Proactively identify issues and concerns and use participatory processes to overcome implementation obstacles.
- Act as a key resource person in project design and proposal development in respective programming area, gap-filling and taking on growth responsibilities, as needed.



- Coordinate the identification of staff capacity and technical assistance needs of partner organizations and capacity strengthening and required interventions to support quality project implementation.
- Help identify, assess and strengthen partnerships relevant to CRS' programming while applying appropriate application of partnership concepts, tools and approaches.
- Coordinate and monitor financial and material resources relevant to project needs. Through planning and oversight ensure efficient use of project resources
- Reporting and providing regular updates to the Country program, the Donor and other stakeholders

Basic Qualifications

- Bachelor's degree in international development, International Relations or in the field of Project Management, WASH, Cash for assets and Food for work and or Livelihoods programming required. Additional experience may substitute for some education. A master's is preferred for this position
- Minimum of 5 years of relevant field-based experience in coordinating or managing light to moderately complex projects required, preferably with an international NGO.
- Additional experience may substitute for some education.

Required Languages – Fluency in English and local languages spoken in Rumbek.

Travel – The position is based in Rumbek East-Akot, with up to 40% traveling to other activity locations.

Knowledge, Skills and Abilities

- Strong critical thinking and creative problem-solving skills with ability to make sound judgment.
- Strong relationship management skills and the ability to work effectively with culturally diverse groups.
- Strong written and verbal communication skills with ability to write reports
- Proactive, results-oriented, and service-oriented

Preferred Qualifications

- Project management experience in cash for assets, WASH and or Food for work is highly desirable.
- Experience engaging with partner organizations.
- Experience contributing to the development of technical proposals.
- MEAL skills and experience preferred.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint), Web Conferencing Applications, information management systems.



Agency REDI Competencies (for all CRS Staff):

Agency competencies clarify expected behaviors and attitudes for all staff. When demonstrated, they create an engaging workplace, help staff achieve their best, and help CRS achieve agency goals. These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- **Personal Accountability** – Consistently takes responsibility for one’s own actions.
- **Acts with Integrity** - Consistently models values aligned with CRS Guiding Principles and mission. Is considered honest.
- **Builds and Maintains Trust** - Shows consistency between words and actions.
- **Collaborates with Others** – Works effectively in intercultural and diverse teams.
- **Open to Learn** – Seeks out experiences that may change perspective or provide an opportunity to learn new things.

Agency Leadership Competencies:

- **Lead Change** – Continually looks for ways to improve the agency through a culture of agility, openness, and innovation.
- **Develops and Recognizes Others** – Builds the capacity of staff to reach their full potential and enhance team and agency performance.
- **Strategic Mindset** – Understands role in translating, communicating, and implementing agency strategy and team priorities.

Supervisory Responsibilities (Senior Project Officer DRR, MEAL Assistant and Partner staff)

Key Working Relationships:

Internal: Program Managers, MEAL Officer, Head of Programs, Business Development Specialist among others

External: Government line Ministries, Other NGOs in Akot

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Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

CRS prioritizes candidates who are citizens/ permanent residents of the country & States where we have CRS offices.

CRS is an Equal Opportunity Employer

- ❖ *By accepting this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.*
- ❖ *Female candidates are **HIGHLY** encouraged to apply.*
- ❖ *Only short-listed candidates will be contacted.*

Application Submission:

Interested Candidates should apply through this <https://form.jotform.com/242254634716558>
Please open the link, fill out the form and drop a **Non-refundable** application letter with CV together with the names of three professional referees with recent employer, Copies of Academic Certificate, transcript & National ID not later than **September 2, 2024**.

