



South Sudan Council of Churches (SSCC), P.O BOX 209 Juba, South Sudan.

Vacancy Announcement



Position Title: Head of Program

Location: Juba South Sudan

South Sudan Council of Churches (SSCC) is seeking an experienced person to fill in the position of **Head of Programs**

ACCOUNTABILITY:

The post holder reports directly to the General Secretary while maintaining a close working relationship with the General Secretary at SSCC Headquarters Juba. He/she will also have working relationships with SSCC Finance Manager, Human Resource Manager, Reconciliation, Neutral Forum and Advocacy Coordinators as well as Ecumenical Church Relation Department.

I: STRATEGIC ROLES:

- a) Ensure that the Action Plan for Peace (APP) is in line with the SSCC Strategic Plan
- b) Interprets policies, programs, and activities; and encourages broad ecumenical relations and participation (both locally and internationally) on peace and advocacy related
- c) Be responsible for overseeing the Strategic Plan implementation and reporting to respective SSCC Organs and Partners

II COORDINATION ROLE:

- a) Manage all aspects of the Plan including project proposals, resources mobilization, reporting and accountability in cooperation with the Secretary General
- b) Convenes or attends administrative and other appropriate professional meetings on behalf of the council in matters related to peace and advocacy.
- c) Plans and coordinates council conferences/meetings for peace and advocacy.
- d) Attends special events held to recognize council's achievement and other council sponsored activities and functions.
- e) Run day-to-day activities of SSCC department of peace and advocacy
- f) Oversees the implementation of the Reconciliation component of the SSCC Peace Action

1: Programme Planning and Management

- A. Give support & direction in planning & implementation of Action Plan for Peace pillars
- B. Ensure all planned APP activities take place as per programme objectives & work plans
- C. Oversee periodic programme technical reviews and manage changes in program direction and focus.
- D. Establish and maintain regular contact with APP partner organizations, and to liaise and co-ordinate with SSCC national and local structures to ensure successful APP implementation.
- E. Monitor operational risks by ensuring that policies and procedures are followed by all APP staff

2. Project Monitoring & Evaluation

- A. Participate in setting APP targets in line with overall strategic goal of APP
- B. Ensure periodic reports are analyzed, compiled and submitted to SSCC management and APP partners in time
- C. Ensure field activity reports are prepared and submit on time by all APP pillar coordinators
- D. Facilitate monthly reflection meetings SSCC APP staff to identify gaps in programming and provide ways of addressing them.

Please send your application by email to ssccjobs2016@gmail.com / romano@sscchurches.org by end date, **25 / August 2019** Alternatively you can as well drop a hard copy application to our Office at South Sudan Council of Churches Compound, only shortlisted Applicants will be called for interviews, and no hard copy applications/Copies of Documents will be returned back to owners if not shortlisted or successful for the job,

(DO NOT SUBMIT YOUR ORIGINAL DOCUMENTS)





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- E. Conduct regular site visits to SSCC regional offices.

3: Budget management

- A. Assist in annual budget preparation for APP pillars
- B. Work closely with the Finance manager in providing up to date reports on APP performance
- C. Verify expenses incurred by APP against approved budget for the month/year
- D. Manage APP budgets by ensuring accurate and timely planning and forecasting of the budget;
- E. Review monthly financial

III NETWORKING ROLE:

- a. Liaise with member churches, Inter-Church Committees, Ecumenical Partners, GoSS and any other relevant bodies in the implementation of the Plan
- b. Network with other actors in the field of advocacy, peace and reconciliation in South Sudan
- c. Be the focal point for the Ecumenical Network South Sudan and liaise with its advocacy hubs in Africa, Europe and North America

IV COMMUNICATION:

- a. Interpret SSCC peace and advocacy programs to the public and strives to represent the council positively
- b. Represent or serve as primary spokesperson of the council at different peace and advocacy events with intention to promote or improve the image of the council
- c. Promote and market peace and advocacy activities of the council using available digital, electronic or print media platforms
- d. Deal with project related media enquiries and activities.
- e. Identify and pursue opportunities that might be suitable for SSCC funding of peace and advocacy projects.
- f. Initiate, promote and maintain partnerships and relations with likeminded peace and advocacy churches, Christian organisations or other funding institutions
- g. Develops and writes proposals or concept notes for potential funding.

KEY ATTRIBUTES

- a. Devoted Christian professing faith in Christ with records of involvement in church related activities
- b. Advance Degree in peace building, development studies, communication, psychology and social science and other related disciplines;
- c. Minimum of 4 years experiences in Program Management, peacebuilding and , communication.
- d. Excellent interpersonal and communication skills;
- e. Strong writing skill and speaking English
- f. Knowledge of Arabic will be an added advantage;
- g. Ability to work independently and as a team player who demonstrates leadership.
- h. Capacity for sound operational decision-making and proactive problem solving.

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