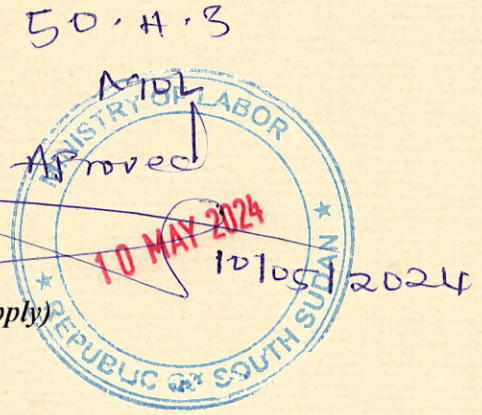


# Universal Network for Knowledge & Empowerment Agency (UNKEA)

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website: www.unkea.org

<b>Vacancy Post (1)</b>
<b>Job Title:</b> Head of Programs
<b>Duty Location:</b> Juba with frequent field visits
<b>Reporting to:</b> Executive Director



*(International and National, lady encourage to apply)*

## Background

Universal Network for Knowledge & Empowerment Agency (UNKEA) is a national organization Operating in South Sudan since its founded in 2002, was found by a group of concern men & women of Upper Nile State, to respond to dire social, economic, livelihoods, Health condition, experienced by the South Sudanese Citizenry. UNKEA initially purpose was designed strategies and interventions to fight the deadly Kalaazar disease which is highly prevented in Upper Nile region with time, UNKEA mandate has expanded to include other intervention such as provision of Primary Health Care, Nutrition, Food Security & livelihoods, Water & Sanitation, Education, Social development of youth and women, Economic development, Access to justice & Peace Building. UNKEA implementing her projects in Upper Nile, Warrap, Jonglei, Central and Eastern Equatoria States.

UNKEA has a zero tolerance policy with regard to Sexual Exploitation and Abuse by UNKEA's personnel against the people they serve. All forms of sexual exploitation and abuse are incompatible with the universally accepted norms, values, principles and standards that underpin UNKEA. Protection from Sexual Exploitation and Abuse (PSEA) is the responsibility of everyone and all selected candidates will be required to comply with UNKEA's PSEA Policy at all times. Selected candidates will therefore undergo rigorous reference and background checks against their past behaviors related to sexual exploitation and abuse and may be required to provide additional information further on in the selection process.

## Job Summary

The Head of Programs will report to the Executive Director and will develop technical project proposals, technical report writing, resource mobilizations and strategy Plan.

## Duties and Responsibilities:



The job requirements will include, but not limited to, the following:

- Provide strategic and technical leadership and direction, define and implement program activities to achieve the greatest impact toward organizational goals and objectives.
- To be responsible for developing and writing technical proposal and report to donors.
- Manage program team and day-to-day program operations, including communications, administration, staffing/recruitment, budgeting, and reporting;
- Ensure activities are implemented in accordance with the approved budgets, donors rules and regulations.
- Develop, review, and monitor in coordination with key project staff, annual work and performance plans to ensure long-term and short-term priorities are on track.
- Oversee departmental head and program delivery to ensure activities are in line with the performance framework and meet all standard operational policies and procedures.
- Report to donors through both formal and informal debriefings, annual and semi-annual reports.
- Maintain active and cooperative relationships with all key stakeholders, including government officials, program partners, other implementing agencies, and related institutions.
- Represent the program and the organization in workshop, training and ensure distribution of information about organization achievements and lessons learned.
- Support program staff by creating and maintaining a work environment that promotes teamwork, trust, mutual respect, and empowers staff to take responsibility.
- To plan, coordinate with all clusters, Implement, manage, monitor, develop proposal and report to donors.
- To work with UNKEA Head of Departments and Project Managers to design projects that fulfil local need and sit within the aims of considering needs assessments, local needs and constraints, and Organization objectives.
- To be creative, innovative and resource mobilizer.

**Team Management and Development:**

- Develop and implement a system to evaluate the skill, experience, and professional development needs of all staff.
- Implement a professional development program to address employee experience and skill gaps.
- Work with staff to develop objective performance measurements across all sites, to ensure consistent, high-quality evaluation and goal setting for all employees.
- Instil a sense of accountability among team members by modelling tight oversight of individual and organization performance standards.
- Recruit, hire, and oversee training and orientation of all staff members.



### **Program Operational Management:**

Using the existing balanced score card and program dashboard; establish consistent, objective program performance standards of accountability.

### **Personal Features and Qualities**

- Ability to work independently and as part of a team, and timely reporting to donors.
- Can think innovatively, identify inventive, and creative solution to a range of problem.
- Understands and can exploit the opportunities presented by new concepts and technologies.
- Able to communicate and negotiated effectively and efficiently with a wide range of audient including funder, potential sponsors, local voluntary organization.
- Can plan, manage time effectively and work flexible hours.
- Ability to prioritize, make decisions in complex areas with a restricted budget.
- Self- disciplined, motivated, organized, able to meet deadlines, work under pressure-shows real initiative.
- Be understanding and response to the needs and wishes of individuals and community organization.

### **Relevant Experience**

- Experience of project cycle management, project implementation, organizational development and ideally working independently.
- Fund-raising experience.
- Experience on technical proposal and report writing.
- 3-5 years working experience in programs management with INGO, UN, NNGO or relevance institution.



### **Academic Qualification**

- BBA/master's in project planning and management or equivalent and master's degree will add advantage.

### **Skills, Abilities and Knowledge**

- Good understanding of local charitable and voluntary organization.
- Understanding of project costing, finance, establishing of project management system, risk management principles abide practices of health and safety.
- Very confident with range of ICT system, software, and equipment.
- Possess good presentation skill.

### **Others**

- Personally motivated and able to motivate other.
- Committed to a partnership approach.



### How to Apply

- Please fill the attached self declaration form attached and drop your motivation letter & updated CV hard copy application documents to UNKEA Office in Juba or by email to: [jobs@unkea.org](mailto:jobs@unkea.org) before **31/05/2024 at 5:00 PM**
- All qualified candidates are encouraged to apply.

Thank you for your interest to work with UNKEA, however only shortlisted candidates will be contacted for interviews.





Universal Network for Knowledge & Empowerment Agency-UNKEA

**PSEA SELF-DECLARATION FORM**

Name of Employee:	
ID card or Passport number:	
Date of birth:	
Place of birth:	
Nationality:	
Place of residence:	
Phone number:	
Email address:	

1. Have you ever been the subject of police investigation or court proceedings, in this country or abroad, because of charges of sexual abuse or sexual misconducts against minors or adults that do not appear on your criminal record?	YES /NO If yes, please provide additional information below.
2. Have you ever been subject to sanctions (disciplinary, administrative, or criminal) arising from an investigation in relation to sexual exploitation and abuse or sexual misconduct, or left employment pending investigation and refused to cooperate in such an investigation?	YES/NO If yes, please provide additional information below.
3. Have you ever been identified by the government department or judicial or other competent authority in this country or abroad as a risk or potential risk to children or vulnerable adults?	YES/NO If yes, please provide additional information below.
4. Have you ever been or are you currently subject to disciplinary proceedings?	YES/NO If yes, please provide additional information below.
5. Have you left a previous job pending an investigation and refused to cooperate with such an investigation?	YES/NO If yes, please provide additional information below.

Confirmation of statement (please check the boxes below)	Tick
I agree that the information provided here will be processed for recruitment purposes and in the confidentiality, I understand that a job offer may be withdrawn or terminated may result if I fail to disclose timely information and if such information is subsequently communicated to the organization.	
I agree to notify the organization within 24 hours if I am subsequently investigated by any agency or organization regarding concerns about my behaviours towards children, youth, or vulnerable adults.	
I hereby authorize any person, Organization, or educational/ training institution I mention as a reference in my application to disclose in good faith and in confidence any information in their possession about my qualification or suitability for the job. I assume no liability to any employer, person or educational/ training institution for any information provided about me necessary and inherent to the employment process.	
I understand that the information included in this form and submitted by third parties may be provided by the organisation to other persons or organizations in cases where it is deemed necessary to protect other children or vulnerable adults.	

Name in Full (Bold letters)	
Position	
Department	
Location	
Signature:	
Date:	