



Job Posting

We are seeking qualified and highly motivated applicant for **[Program/Field Manager]**; the position will be based in **[BOR town, Jonglei State, South Sudan]**.

General objectives of the function:

The Programme/Field Manager is responsible under the supervision of the Field Coordinator for the implementation of ongoing projects, ensuring the adequacy of activities and operations with respect to MdM approaches and donors' regulations. He/she ensures the timely delivery of results and financial management of the project(s) under her/his responsibility and maintains a system of monitoring and accurate reporting, collaborating with a multidisciplinary team composed of Programmatic (Health, MHPSS-GBV) and Operations Staff (Administration, Finance, Human Resources and Logistics). He/she is also entrusted with representing MdM with local authorities, and ensuring that the operations deployed are delivering quality health care services to the beneficiaries;

Specific duties:

The Program/Field Manager will have the responsibility to manage the projects for which he/she is responsible, integrating the following main tasks:

PROGRAMS:

- Plan, supervise, monitor and implement all program activities with support of Base Admin/Finance and Logs in accordance with the plans and directives of the Coordination team and the Field Coordinator;
- Ensure implementation of ongoing projects comply with MdM's and the donor policies and principles.
- Manage relations with the Implementing Partners (national NGOs) and the County and State Health Authorities.
- Monitor and organize the follow-up of the project(s) according to the project's logical frameworks, work plan and Monitoring tools.
- Ensure adequate information flow within the team and to the Juba-based Coordination Team
- Draft internal and external narrative reports on the project's progress, complying with the pre-established deadlines.

HR AND ADMINISTRATION:

- Coordination of the staff assigned to the projects he/she is in charge in collaboration with the Health and MHPSS Technicians and Field Coordinator





- Cooperation with and management of a multidisciplinary project team composed of Programmatic (Health, MHPSS, WASH technician and Officers) and Operational Staff (Administration, Finance, Human Resources and Logistics).
- Ensure monitoring of labor regulations and HR MdM policies in collaboration with the Administrative team
- Collaborate with the HR department in the recruitment for the project's vacancies.

FINANCIAL:

- Support the Finance and Administration Department with managing the project's budget: monitor expenses, draft budget revisions, and draft new budget proposals.
- Monitoring funds requests according to the needs of the projects under his/her responsibility.
- Monitoring the correct allocation of costs and eligible costs according to Donor regulations.

LOGISTICS AND SECURITY:

- Verify the correct management of MdM owned goods and equipment of the projects under his/her responsibility in collaboration with the Logistics department.
- Ensure the correct application of purchasing procedures.
- Collect information about context and security situations and report to the Field Coordinator.
- Contribute to the analysis of political, humanitarian, social and economic context in base area and send monthly updates to the impact of these fluctuations on project implementation

The position's requirements are:

Academic Qualifications.

Academic background: University degree.

Desirable: Public Health/ Project Management/ any medical background/Gender.

Experience:

The successful candidate must have at least two years professional experience in project management with an international NGO.

-Previous work in emergency responses in similar contexts and experience with humanitarian donors such as UN agencies, SSHF, DFID, USAID, and ECHO will be considered an asset.





Competencies.

- Ability to classify and manage priorities; meet deadlines
- High level of autonomy
- Organizational skills and rigor
- Excellent knowledge of project cycle management and programming
- Excellent reporting skills (progress report / donor / report / authorities...)
- Excellent communication skills with sense of diplomacy
- Proven capacity for personnel leadership and management
- Understanding and adherence to humanitarian principle
- Strong commitment to the organization and its values
- Strong ability to work well within a team and excellent leadership skills
- Ability to work in a challenging and rapidly changing environment

Languages:

Language requirements: High level of spoken and written English. Dinka is desirable.

Computer requirements;

[Excellent computer skills (Microsoft Office: Word, Excel, power point presentation etc.)]

Availability; Incorporation date Aug 2020, Availability for 2 to 3 months (it may be extended)

How to Apply?

Submit CV along with Motivation letter (including job reference) + letter/degree & diploma latest by [25/08/2020] to the email addresses: hr.ss@medicosdelmundo.org

Note: Please mention the position title in the subject line of your email otherwise your application will not be entertained.

Sincerely
ADMIN TEAM



Médicos del Mundo

Approved by Labour
Borjongla Gate

Zohel
14/08/2020

