



Munuki SDA  
Compound  
P.O Box 247  
Juba, South Sudan

## JOB ADVERT

- Job Title:** Project Manager
- Qualification:** A Master degree in Social Sciences (Development Studies, International Development Sociology, Project Management) or a closely related field
- Experience:** At least five years' experience in managing and coordinating development projects including capacity exchange with team members
- Job Location:** Greater Tonj/Roving to Wau and Jur River
- Supervisor:** FSL Advisor
- Closing date:** 13<sup>th</sup> January 2025 at 5:00pm South Sudan time

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**Introduction:** The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is “**To serve humanity so all may live as God intended**”. ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan’s thematic areas are health, education, food security and livelihood and emergency response.

**ADRA’s Motto:** *Justice. Compassion. Love*

**ADRA’s Values:** *Courageous. Compassionate. Connected*

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**JOB SUMMARY:** The Project Manager (PM), will assume a coordinating role as well as overseeing the implementation of the SKY project funded by the German Ministry for Economic Cooperation and Development (BMZ). This position is responsible for the overall coordination of project activities in the two project regions and capacity development of the implementing partner WAO and government authorities. As the lead organization, ADRA South Sudan will coordinate the project activities and monitor the project's progress through monthly joint meetings. The PM assures the timely implementation according to established work plans, monitoring and evaluation frameworks and budgets. The PM also ensures compliance with Adventist Development & Relief Agency (ADRA) South Sudan and the donor rules and regulations for programmatic and financial implementation of grant agreements.

### **DUTIES & RESPONSIBILITIES:**



1. Providing an overall coordinating role between the two states of Warrap and Western Bahr El Ghazal among the consortium partners and stakeholders.
2. Assessing the capacity of partner organization in for example finance, programs, and field implementation together with other ADRA departments:
  - 2.1 preparing a plan to address capacity gaps of partner
  - 2.2 address the capacity gaps in coordination with other ADRA departments.
  - 2.3 Produce a detailed report on capacity gaps and how these are addressed and outcome
3. Providing project guidance to the manager for the partner organization
4. Responsible for chairing the technical committee (TC) of the project and being secretariat to the project steering committee(s) (SC)
5. Organizing, attending, and participating in stakeholder meetings. Ensure stakeholder views are managed towards the best solution.
6. Ensuring project adheres to ADRA Germany, donor and government frameworks and all documentation is maintained appropriately
7. Ensuring the coordination and implementation of all project activities in the target counties and project objectives are implemented as planned for sustainable outcomes and impacts.
8. Work with the partner and stakeholders (private sector, academia, government and local authorities) in the regions to adjust operational approach and activities, depending on changing needs in the area.
9. Responsible for the preparation and submission of regular project reports and case stories and meeting deadlines for reporting and program updates.
10. Establish and maintain beneficiary feedback mechanisms for the project and ensure that feedback is disseminated among all project stakeholders
11. The PM should lead the process of analyzing the green energy technologies for the TVET training and suggest sustainable technologies in line with the prevailing situation.

#### **Strategic duties**

12. In collaboration with the University of Western Bahr El Ghazal, work with the relevant department for a research initiative in green/renewable energy and ensure that the university produces and publishes a research paper
13. Participate in Area Based Group meetings in the two states for strategic positioning for a possibility of funding and visibility of the organization
14. Developing Project Proposals together with proposal development teams
15. Coordinate with the MEAL Manager on designing monitoring and evaluation tools and monitoring the project

#### **Required skills:**

1. Good communication and interpersonal skills capable of maintaining strong relationships
2. Strong organizational and multi-tasking skills
3. Excellent analytical and problem-solving abilities
4. Good documentation, management and ability to use project management tools
5. Attention to details even under pressure
6. Time management skills with the ability to meet deadlines
7. Ability to work effectively both independently and as a team leader/consortium leader.



## **PERFORMANCE INDICATORS:**

- Meet at least 80% of project work plan activities and indicators.
- Complete at least 80% of planned activities.
- Ensure timely submission reports.
- Time management
- Team work.
- Interpersonal and communication skills

## **INSTRUCTIONS FOR APPLICATIONS:**

All applications should be delivery to ADRA office-Juba or by email to [jobs@adrasouthsudan.org](mailto:jobs@adrasouthsudan.org)  
Qualified female South Sudanese nationals are highly encouraged to apply.

### **Note:**

1. A CV of 4 pages or less coupled with a one-page cover letter will be required. Telephone contact details will be required.
2. Relevant **copies (NOT ORIGINALS)** of certificates and testimonials
3. Only Shortlisted candidates will be invited for interviews.
4. The CVs will be reviewed on a rolling basis

### **SAFEGUARDING:**

*ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.*

