

Job Advert

Position Title: Program Manager

Location: Juba

Number of post: one (01)

Duration of Contract: 12Months with possibility of extension depending on funding availability

Application Start: 1/06/2023

Application End: 20/06/2023



Organization Background

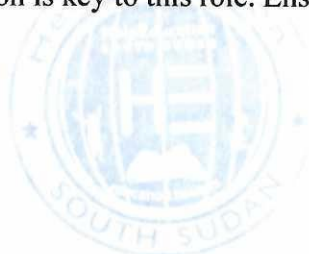
Help Education South Sudan (HESS) is a nonprofit humanitarian, developmental organization established to address the most urgent literacy needs of the people of South Sudan. It is implementing a range of interventions in the areas of education. It is registered by the relevant authorities in the country including the Relief and Rehabilitation Commission (Reg. #696) with a legal mandate to serve the people of South Sudan. We have had programming in greater Bhar El Ghazal (Awerial, Yirol East, Rumbek Gogrial) Greater Equatoria (Juba, Terekeka, Mundri) and Greater Upper Nile (Bor).

Purpose

The primary function of the program Manager is to support the Director of Programs and in planning, designing implementation, supervision, expansion/development and administration of all GPE, ECW and LRP projects/ programs, knowledge of proposal writing. The aim will be to facilitate effective management of programs according to the organization' standards.

Key roles/duties & responsibilities

- Work closely with Director of Programs, SMT and field teams to determine the operational needs of the program within the scope of the grants.
- Planning, implementation is key to this role. Ensure all programs are on track.



- Monitor all budgets, and compile all requisition from filed staff (County coordinators) and ensure that they are timely submitted for authorization and approval.
- Analyze data gathered and propose alternative strategies of program implementation
- Compile monthly and quarterly reports, ensuring statistics are correct and on time
- Conduct assessment to identify needs and opportunities for new programming
- Initiate processes for developing concept notes and project proposals and follow through their finalization in collaboration with the Director of Programs and SMT with relevant personnel and departments. Work with field teams and logistics to procure program supplies in a timely manner and within program budget. Regularly update the Director of Program and SMT on progression of programs as per protocol.
- Compile program and donor reports and assist with the development of future programs as needed
- Liaise closely with local authorities, donor and partners agencies to ensure program compliance with donor policies and regulations and complementary with other agencies efforts
- Maintain flexibility to take on added responsibility when required.

Representation

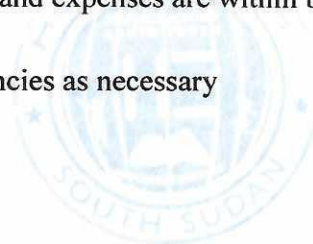
- Represent HESS in coordination meetings relevant for GPE and other Education programs.
- Ensure maximum visibility of the organization amongst the NGO and the community
- Contribute to the creation of positive image and overall credibility of the organization, notably through application of the organization's Code of Conduct, ethics, values and stand points with regard to internal and external actors.

Human Resources Management

- Assist in the selection and training of qualified program staff and recommend promotions, disciplinary action in consultation with the HR Manager
- Maintain open lines of communications with all field staff
- Assist in identifying training needs of subordinate's
- Advocate and plan for professional development for the program staffs

Working relationship

- Maintain punctual communication with the Director of Programme and SMT to ensure program activities and objective are well informed and being achieved
- Work with Director of Programs and logistics/procurement department to ensure the coordination of timely delivery of programs supplies and expenses are within budgeted limits
- Interface with national Government and relevant agencies as necessary



Qualification Requirements

- Minimum of Bachelors in Education
- Post graduate in project management is an added advantage
- At least 5 years' experience working in coordination of Humanitarian response and Development projects in South Sudan preferably in an NGO setting.
- Experience related to local capacity strengthening and organizational dynamics core competencies
- Complete familiarity with project management cycle.
- A good report writer
- Knowledge and experience of budget preparation an management
- Proficiency in computer applications especially with MS, excel, power point

SPECIAL CONDITIONS

HESS commitment to Safeguarding

HESS is committed to the safeguarding and protection of the communities we serve, our partners, our volunteers, and our staff.

As part of this commitment to safeguarding, all offers of employment will be subject to satisfactory references and appropriate background checks. HESS also participates in the Inert-Agency Misconduct Disclosure Scheme; we will request information from job applicant's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment or incidents under investigation when the applicant left employment.

Deadline for submission of applications is 20th June, 2023 at 5:00 p.m. Interested Applicants should send hard copies of their CVs academic documents and Cover letters to HESS Office in Juba at Yaro Plaza, 3rd Floor, Hai Cinema, while the soft copies to be sent to: ed.helpeducationssd@gmail.com, and copy nhial.helpeducationssd@gmail.com

Only shortlisted candidates will be contacted by e-mail or by phone,

NB: Women are strongly encouraged to apply!

