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Approved by
SI Inspector



South Sudan Program

Plot 709 3K-South, Behind Phenicia Supermarket,
Off Ministry Road, Kololo Juba.

August 18, 2022

VACANCY ANNOUNCEMENT

Job Title: Protection Project Manager (Re-advertisement)
Duty station: Kajo-Keji (Flexible to support other field sites)
Starting date: As soon as possible
Reporting to: Technical: Protection Specialist
Administrative: County Coordinator

COUNTRY PROGRAM OVERVIEW

The overall objective of the ALIGHT South Sudan program is to assist the South Sudanese to respond and react to community needs. To achieve this objective, ALIGHT implements multi-sectoral programs that include Water and Sanitation, Nutrition, Gender-Based Violence prevention, and response activities. ALIGHT is expanding its outreach mechanisms and introducing innovative new initiatives. ALIGHT currently has program activities in Aweil, Kapoeta South, Kapoeta East, Ulang, Budi, and Kajo-Keji counties.

PRIMARY PURPOSE OF THE POSITION

Under the direct technical supervision of the Protection Specialist, the Protection Project Manager will be the overall focal person overseeing ALIGHT activities in Kajo-Keji. The Protection Project Manager will also be leading GBV prevention and response activities in Kajo-Keji, including technical oversight and support to GBV project staff. The position will be based in Kajo-Keji Central Equatoria State with frequent travel to other Alight field Offices to provide support when required., South Sudan.



General purpose of the position

- Full managerial and technical responsibility of the project implementation; This includes responsibility for all aspects of the day-to-day operations within the defined area setting, including procurement, recruiting, and managing staff, managing budgets and ensuring that the coverage and quality of the services provided meets predefined targets and set standards. S/he is responsible for on time and good quality, regular and ad hoc, both internal and external reporting.
- In cooperation with the management team, s/he represents ALIGHT at external meetings and in communication with the Consortium partner and with other relevant humanitarian actors.
- In cooperation with management team, s/he attends and actively contribute at technical coordination meetings, consortium technical meetings and other meetings as needed

Main responsibilities and tasks Day to Day operations management:

- Planning, coordinating, monitoring, and evaluating the implementation of the project, ensuring timely and quality delivery of services as per approved project's proposal (set goal/targets)
- Make sure all the documentation related to the project on time is achieved and it is well kept, in line with relevant organisational policies so to ensure the whole history of the project is correctly handed over.
- Monitor the risks and threats around the project(s), documenting the situation and analysing the consequences of political decisions or negotiations in course.
- Proactively participate in relevant technical coordination meetings and working groups with Consortium lead, donors, authorities, and other relevant stakeholders.
- Ensure that applied processes and management of the project are in line with donor regulations and ALIGHT internal rules and regulations, donor regulations and relevant international humanitarian standards
- Conduct regular field visits to assess program quality and progress toward objectives, facilitate collective problem solving with staff and other stakeholders to address challenges
- Ensure appropriate budget management. In collaboration with the Finance department, monitor and supervise expenditures and ensure proper management of project funds (forecast and update - project financial planning monthly) and propose budgetary adjustments to the Finance department and program/grant management team.
- Coordinate with the Finance and Logistic departments, communicating expected deliverables and monitor execution of the contracts with vendors and suppliers to



procure material necessary for the implementation of the activities in a timely manner to ensure adequate supply at the intervention sites.

Project Reporting and Development:

- On time and good quality, regular and ad hoc, both internal and external reporting to Consortium lead, donors, authorities, and ALIGHT, using both standard and the specific donor requested reporting platforms and system and entering the update information like Consortium Narrative reports and ensuring follow up of the financial reports to the Donor through the agreed reporting platform.
- Elaborate the Project's institutional memory, keeping written records (and store and achieve them on a designed organisational platform).
- Use Project Appraisal Tool, ensuring accurate data collection and in cooperation with MEAL team and Management, conduct out exploratory missions and rapid assessments in line with ALIGHT strategy in the country, to analyses context, make informed decision on priorities, knowing constraints and population needs and design new project proposals using evidence base methodology.
- Support the Coordination team in the identification, preparation, and development of new project proposals, ensuring these are in line with ALIGHT' program goals, objectives and indicators.

Staff Supervision:

- Plan and distribute tasks and workload among the teams, guiding their understanding of the issues linked to the Project and the Mission through regular working meetings and feedback, to ensure an efficient deployment of the resources and the achievement of the expected goals
- Be responsible of the proper application of HR policies and associated processes (recruitment, Induction, training, briefing/debriefing, evaluation, staff's development and internal communication) in order to ensure both the sizing and the amount of knowledge required for the activities he/she is accountable for Identify training needs, provide individual follow up and coaching, carry out end of mission evaluation of the team members and lead internal communication initiatives in order to facilitate people's integration and professional development and maximise their capabilities and commitment.

Required profile and experience

Education Bachelor's degree in Humanities and Social Sciences, Business, or a related field

Professional Experience



- 3-5 years of project management and related experience
- Experience in consortium management is an asset

Professional Requirements

- Experience seeing projects through the full life cycle
- Strong familiarity with project management software tools, methodologies, and best practices
- Proven ability to complete projects according to outlined scope, budget, and timeline
- Knowledge of the legal framework and international standards that governs ALIGHT operations, as required by local and national government and by major donors (EU, UN, US, Bilateral Donors)

Languages

- Fluency in written and spoken English is required
- Proficiency in Arabic is an asset

Personal Requirements

- Proven ability to solve problems creatively
- Excellent analytical skills
- Strong interpersonal skills and extremely resourceful



HOW TO APPLY

Qualified and interested candidates should submit their applications which include the cover letter, together with **an updated CV with at least three professional referees** addressed to ALIGHT South Sudan Office in Juba located at **Plot 709 K-South, Behind Phenicia Supermarket, Off Ministry Road, Kololo Juba.**

Applications can also be submitted to the following email address: recruitmentss@wearealight.org. Or Drop to ALIGHT Country office in Juba.

Please note that ALIGHT retains all applications, and the files will not be returned to the applicants at the end of the recruitment process. Due to the urgency of the position, applications will be reviewed on regular basis hence these positions may be filled before the expiry date of the advert. Only shortlisted candidates will be contacted for an interview.

The Deadline for receiving applications is 9th September 2022 at 4:30 pm local time.

