



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

JOB DESCRIPTION

Job Title:	PROJECT MANAGER (KAPOETA CFGB VOUCHER PROJECT)
Qualifications:	Bachelor's Degree in Social Sciences, Development Studies or any other relevant field of study. A Master's degree in these areas will be an added advantage
Experience:	At least 2 years work experience managing or team leading project(s), preferably in humanitarian agencies with a bias towards emergency food aid, with components of voucher or cash transfers.
Job Location:	Terekeka, South Sudan
Direct Supervisor:	Food Security and Livelihoods Advisor
Posting date	19/07/2021
Closing date	05/08/2021

Job Summary: The Project Manager (CFGB Voucher project) is responsible for managing the operations and functions of the project in order to meet 100% of the required outputs. This is a middle level management role to ensure that ADRA's Food Security programming including designing, implementation, monitoring, reporting and accountability standards are maintained with quality while providing necessary leadership, technical assistance and capacity building for the staff working in food Security and livelihoods. The Project manager will work as a counterpart to his/her Supervisor, the Food Security and Livelihoods Coordinator.

Areas of focus include planning, implementation, logistics, reporting and accountability, of the commodity program including non-food items (NFI) where there may be need.

The Project Manager will also support in coordinating with the donor, government, other humanitarian players and any other relevant stakeholder in the Food Security sector at his/her level.

Duties & Responsibilities:

1. Work with Food Monitors and the supplier to ensure the smooth and efficient operations of the Project so that the program team has a clear understanding and adequate capacity to fully perform their duties.
2. Where necessary offer technical support.
3. Produce and manage a shared Detailed Implementation Plan.
4. Carryout Community consultation meetings and produce agreed and documented Community Action Plans.
5. Ensure that Community based Project Management Committees (PMCs) or BMCs (where applicable) are in place, trained and functional.

6. Work with Operations Office, logistics and accountant in following ADRA procurement procedures to ensure that project supplies and needs are procured in time.
7. As a budget holder, monitor expenditure and approve in line with the Project Agreement and the agreed budget.
8. Work with staff and counterparts in the identification of needs, program design and planning for appropriate food assistance responses.
9. Assist in proposal development for Food Security projects and any other as may be required.
10. Attend coordination meetings at County and state levels and actively represent ADRA.
11. Ensure that beneficiaries know their entitlements and the process of redeeming the vouchers.
12. Ensure that all reports are ready by their due dates whether weekly, monthly, quarterly, interim and end of project and are submitted to the FSL Coordinator and the Donor as per given timeline.
13. Ensure that ADRA policies are adhered to by staff.
14. Hold monthly post distribution lessons learnt meetings with staff, PMCs and the supplier to identify problems, receive / provide feedback to improve the way ADRA handles and accounts for distributions.



Performance Indicators:

1. Meet at least 80% of project work plan indicators.
2. Complete at least 80% of planned field activities.
3. Ensure timely submission of all reports.
4. Ensure budget expenditure is not over or under utilized
5. Time management
6. Team work and developing others
7. Interpersonal and communication skills.
8. 100% coordination meetings are attended.

Other Valued Criteria:

1. Willingness and flexibility to work as the leader of a team.
2. Willingness to work in circumstances with limited comfort.
3. Social and cultural understanding.
4. Computer literate with good working knowledge of word processing, PowerPoint, Excel spreadsheets and email software programs. .
5. Fluence in spoken and written English required.
6. Excellent written and verbal communication and interpersonal skills.
7. Planning and organizing.

How to apply:

Kindly send us your cover letter and an updated CV (no longer than four pages) in English. Take note that only shortlisted candidates will be contacted. Send your applications to jobs@adrasouthsudan.org by 05th A, 2021.

Hard copies applications and copies of certificates can be submitted to ADRA office at SDA Church Compound Munuki. Not later than 05th Aug,2021

N/B: due to the urgent need of this position, all applications shall be reviewed from time to time, and suitable candidates shall be contacted for interview before the deadline of the advert.

