



**COMMUNITY
SUPPORT INITIATIVE**
"IF YOU SEE A NEED, TAKE THE LEAD"

JOB OPENING

Approved by Labor

Job title	Project Manager
No. of Positions	One (1)
Location	100 % in Bor, Jonglei State
Tenure of the job	12 Months (3 Months of probation)
Application start Date	18th December 2023
Application deadline	11th January 2024
Reporting to	Programme Manager
Staff directly reporting to this post:	Education officer, child protection officer and child rights officer



BACKGROUND

Community Support Initiative (CSI) is an indigenous South Sudanese humanitarian aid, relief, and development nongovernmental organization working to assist and empower people affected by poverty and disasters to live a life in dignity. It was founded in 2012 as a national Non-Governmental Organization to provide emergency aid and long-term assistance to refugees, Host communities and those displaced by war, persecution, or natural disasters within South Sudan.

CSI is currently working in 6 states within South Sudan where it resettles refugees, Internally Displaced persons (IDP) among the host Communities, and helps them become self-sufficient and resilient through copying mechanism. CSI focuses mainly at community based levels on Education, Food security and livelihoods (FSL), Health, Shelter & NFIs, Human Rights, Access to Justice & rule of law, Women & Youth Empowerment, WASH, Nutrition, GBV, Protection inclusive of (Child Protection, GBV, Mental Health and Psychosocial Support (MHPSS)) and Peace Building.

SCOPE OF ROLE.

- The Project Manager will be based in CSI Bor office, Jonglei state and will manage the implementation of Education, Child protection and child rights project.
- The Project Manager is expected to lead overall project planning, delivery, budget management, documentation, team management (including recruitment), partnership management, and representation of the project in line with donor, Partner and CSI internal standards and procedures.
- The Project Manager will be responsible for the identification of project needs in the Bor South County-Jonglei state, will contribute to proposal and strategy development, and will ensure that the project is implemented in a timely manner within the project period, with a focus on quality.

CHILD SAFEGUARDING:

The responsibilities of the post may require the post holder to have some contact with or access to children or young people



KEY AREAS OF ACCOUNTABILITY:

Project Management:

- Oversees the implementation of activities related to Education, Child Protection, and child rights across multiple locations, including the implementation of approaches and tools developed by the Programme and MEAL team.
- Effective monitoring of financial and activities progress of the project, identification, and design of potential project adjustments differing from the grant agreements (in consultation with the Programme Manager and the Partner Agency).
- Ensures project implementation and management comply with donor regulations in close coordination with Partner Agency in South Sudan.
- Ensures effective oversight of International partner organizations with a specific focus on their work plan, activities implementation, and capacity-building support.
- Ensures proper coordination with partners.
- Works closely with Logistics and Human Resources teams to ensure procurement and recruitment plans are in place, respectively, and ensures relevant follow-up.
- Quality assures programme and donor reports on the project activities in compliance with internal CSI and Partner requirements and any relevant external donor requirements, prior to being shared with the relevant Technical Team.
- Ensures integration of Child Protection, Child Rights Governance and Education with other core sectors, in close collaboration, particularly with WASH, Food Security, and Livelihoods.
- Ensures that minimum standards are maintained in accordance with the Minimum Standards for Child Protection in Humanitarian Action, the Inter-Agency Case Management Guidelines, the Sphere Charter, and the Inter-Agency Network for Education in Emergencies Minimum Standards.
- Works closely with the Monitoring, Evaluation, Accountability, and Learning team (MEAL) to ensure the effective monitoring and evaluation of programmes.
- Works closely with the MEAL and Programme teams to put in place accountability measures, ensuring that feedback from all relevant stakeholders is considered in programme design.
- Identifies opportunities and materials to contribute to communications and media work and supports the facilitation of media visits in coordination with Advocacy and Communications team (AC).

Operations Planning:

- Provides overall leadership and management in creating short and long-range operational plans, which will lead to successful project implementation.
- Ensures that project staff effectively plan and deliver activities according to the overall project implementation plan including detailed annual activity and budget management, quarterly work, budget, and procurement projections, which will be accompanied by appropriate cash flow needs analysis.
- Ensures compliance with Community Support Initiative's Child Safeguarding policy, as well as Accountability and Child Participation practices throughout the projects' activities.

Staff Management and Development:

- Manages the project team and defines expectations, provides leadership and technical support needed, and evaluates direct reports regularly.



- Ensures that all staff understand and can perform their roles in line with the project and CSI structures.
- Leads on the recruitment of project staff when needed and ensures their capacity building as per the project needs.
- Manages staff development strategies and Performance Management Systems as per CSI HR processes.
- Manages the performance of all staff project teams through effective use of the Performance Management System including the establishment of clear, measurable objectives, ongoing feedback, periodic reviews, fair and unbiased evaluations, coaching, mentoring, and other developmental opportunities.

Representation:

- Acts as the main interface with the Partner/donor in the country.
- Participates in the periodic coordination meetings at the County, State and National level.
- Participates in thematic tables/fora led by the Partner or donor.
- Establishes and maintains good relations with the partner and donor representative in the country to share best practices and position for future funding.
- Coordinates and liaises with the local government when needed and represents the project and CSI with NGOs, and other agencies involved in the relevant sector.
- Represents the project in policy and technical fora in the country and shares best practices and learning.
- Ensures that CSI's work is coordinated with the efforts of other agencies, ensuring the specific needs of children are being addressed.
- Ensures community acceptance and maintains engagement with local government (municipalities and relevant local representatives of ministries).

Partnership Management:

- Ensures capacity building of local authorities.
- Works closely with the programme management Unit for the identification partnership opportunities for implementing and supporting interventions funded through CSI and is responsible for partnership management to ensure programme delivery.
- Supports in the development of proposals and budgets for the sub-award agreements.
- Provides continuous programme management and facilitates technical support to stakeholders to ensure timely quality programming.
- Works with HR/Finance/Procurement teams to ensure stakeholders are receiving adequate support from support sections.

General:

- Comply with Community Support Initiative (CSI) policies and practices with respect to child safeguarding, code of conduct, safety and security, anti-harassment, and other relevant policies and procedures.





QUALIFICATIONS:

- Minimum bachelor's degree in Education, Social Work, Human Rights Law, International Relations, Development Studies, or another relevant field. Equivalent field experience will also be considered.
- Fluent in English, both written and oral.

EXPERIENCE AND SKILLS:

- Minimum 3 years of experience in managing humanitarian and development multi-sectors and Multi-locations projects, with proven experience in managing teams, staff training, and capacity building of organizational staff and line ministry's staff.
- Proven experience in overseeing institutional grants. Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling CSI values.
- Experience in coordination with local and international NGOs, organizations' representation with donors, and humanitarian actors.
- Flexible and able to work in volatile contexts.
- Strong problem-solving and analytical skills.
- Excellent interpersonal and communication skills.
- Desirable previous experience working in the same field in South Sudan.
- Integrity; Honest, encourages openness and transparency

Additional job responsibilities:

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within the reasonableness of their level of skills and experience.

Equal Opportunities:

The role holder is required to carry out the duties in accordance with the CSI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the CSI anti-harassment policy (PSEA)

How to apply.

- This position is strictly for South Sudanese nationals and competent women applicants are encouraged and strongly urged to apply as they compete freely with their counterpart.

Submission

- Applications shall be addressed to **Human Resource Officer**, Community Support Initiative (CSI).
- Applications can sent via email to info@csi-ss.org , copy to; pancholaguek@gmail.com
- Hard copies can be submitted to CSI Office in Bor (Pakwau off JMUST – Airport road and in Juba at Plot No.49, 1st class Hai Malakal Opp. Equity Bank Malakia in Juba South Sudan.

