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Approved by
not 18/02/22
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**NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN
VACANCY ANNOUNCEMENT**

POSITION	Head of Programme Support Unit
Number of Position	One (1)
Reports to	Head of Programme
Supervision of	Programme Support Units
Duty Station	Juba
Travel	60% Travel to field site
Project Number	NMFA SSFM2201
Duration	12 Months with possibility of extension

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core activities include Education, Shelter & WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

All NRC Employee are expected to work in accordance with the organization's values. To be **dedicated, innovative, inclusive** and **accountable** are attitude and believe that shall guide our actions and relationships.

1. Role and responsibilities:

The Head of Programme Support Unit (HOPSU) is a senior position within the Programme Development and Quality Unit and works alongside the Head of Programme on the development and quality implementation of Education, Youth, Shelter, Information, Counselling and Legal Assistance (ICLA), WASH, Livelihoods and Food Security (LFS), and Protection programming in South Sudan. To maintain and improve quality programming across multi-sector (core competency) projects and geographic areas, the Head of Programme Support oversees and contributes to programme quality in the areas, including on Education, LFS and ICLA aspects, programme monitoring and learning, project cycle management and partnership management. To be successful in this role, the HOPSU will work collaboratively with the core competency Specialists, Consortium Managers, Area Managers and field staff, support teams, and regional advisers.

The HOPSU furthermore supports the Head of Programme with donor relations, fundraising, and ensuring effective and constructive communication between functions and area offices.

Generic responsibilities:

1. Line management and technical supervision of the Programme Support Unit
2. Compliance with and adherence to NRC policies, guidance and procedures.
3. Development of programme quality standards and checks, standard operating procedures (SOPs), contextualised Project Cycle Management (PCM) guidance, aligned to regional and global standards.
4. Develop funding strategy and forecasts, based on mapping of donor interest and identified funding needs.
5. Responsible for quality control of donor applications and reports, including compliance with donor standards.
6. Ensure efficient monitoring and evaluation (M&E) processes and programme learning.





7. Capacity building of staff, on PCM, securing supporting documentation, data protection.
8. Responsible for overall donor advisory and liaison, as delegated by the Head of Programme.
9. Deputising for the Head of Programme

Specific responsibilities

- Manage performance and staff development in the Programme Support Unit.
- Follow up on implementation of quality standards, particularly in the Education, LFS and ICLA core competencies, and perform programme checks focussed on quality, compliance, timeliness, and relevance.
- Responsible for the implementation of programme according to developed plans, budgets and set standards
- Oversee the integration of recommendations of programme quality control processes into routines, through the development and roll-out of country and area offices action plans and self-assessment tool.
- Initiate the development and embedding of technical guidance documents/SOPs and tools relevant to the Programme Support Unit.
- Oversight of key PCM processes, training and support.
- Ensure all staff training on PCM, data protection, securing supporting documentation.
- Strengthening accountability to beneficiaries and community engagement approaches through improving M&E processes, including outcome monitoring.
- Oversee efficient growth of downstream partnership portfolio through centralised partnership management, strategy and approaches.
- Support in the development of a funding strategy, gap analysis, prioritised areas, forecasts opportunities and identify funding opportunities, taking particular account of changing context and donor priorities.
- Ensure optimal articulation between the South Sudan Country Office, Regional Office and Head Office on grants management, donor engagement, M&E and partnerships.
- Promote close collaboration between Grants and Finance to ensure effective creation, management and monitoring of financial proposals, spending plans, modifications, and reporting of donor budgets.
- Contribute to lessons learnt and evidence-based programming in a systematic manner.
- Oversight of initiatives and responsibilities as delegated by the Head of Programme.

Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- Core competency Specialists, Consortium Managers, Area Managers and field staff, Finance Manager and support teams.
- Regional Programme Adviser, Regional M&E Manager, Regional Safe and Inclusive Programming Adviser, Regional Compliance and Risk Adviser, Institutional Partnership Advisers

Scale and scope of position

Staff: 3x roving sector Project Managers (Education, LFS and ICLA), 1x M&E Manager; 1x Grants Manager

External Stakeholders: In-country donors, UN agencies, international and national NGOs.

Budgets: Current portfolio > USD 20 million

Information: GORS, Agresso, NRC People, CORE, Cycles, Digital Community Hub

Legal or compliance: Donor conditions



2. Competencies

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

Professional competencies

These are skills, knowledge and experience that are important for effective performance.

Generic professional competencies for this position:

- University degree in Project Management, Development Studies, Social science, or the equivalent
- Experience from working in complex and volatile contexts
- Minimum 5 years' experience in a senior humanitarian position, with line management and project management responsibilities
- Experience in M&E systems and approaches, and accountability mechanisms and frameworks
- Experience of working on, coordinating or leading partnership implementation
- Knowledge about own leadership skills/profile
- Fluency in English, both written and verbal

Context/Specific skills, knowledge and experience:

- Knowledge of the context in South Sudan
- Knowledge of donor landscape, priorities and conditions
- Experience of working in integrated programmes



Behavioural competencies

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies, the following are **essential** for this position:

- Analyzing & Strategic thinking
- Initiating action and change
- Influencing
- Planning and delivering results
- Empowering and building trust
- Handling insecure environments

3. Performance Management

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description
- Work and Development Plan
- The Mid-term/End-of-trial Period Performance Review Template
- The End-term Performance Review Template
- The NRC Competency Framework



How to apply:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- All applicants must have a valid South Sudanese Nationality Certificate and Passport.
- Please do not submit original certificates. Submitted application documents will **NOT be returned**.
- Applications must be submitted no later than **10th March 2022** by Hardcopy in an enclosed envelope clearly marked **Head of Programme Support Unit-Juba** to NRC Head Office Located in Juba Na Bari Area along American Residence Road and NRC field offices

Only short-listed candidates will be contacted, by e-mail or by phone.
FEMALE CANDIDATES WITH REQUIRED QUALIFICATION AND EXPERIENCE ARE
HIGHLY ENCOURAGED TO APPLY

