



50-H-3
Approved
AID
6/8/2024

BACKGROUND: -

TITI Foundation is a national non-governmental organization (NNGO) formed by a group of south Sudanese professionals, from varied educational background and experiences. TITI is an abbreviation of **“TOGETHER IN TRANSFORMATIONAL INITIATIVES”**- promoting progress, peace and prosperity. The organization is registered (with the South Sudan Relief and Rehabilitation Commission (SSRRC), registration number 519 under chapter 3, section 10 of the 2013 South Sudan NGO Act We have been active in South Sudan since 2016 and are committed to the safety and protection of children rights from intentional and unintentional harm. To date, we continue to offer responses for returnees, internally displaced persons (IDPs) and the host communities in need of assistance to obtain durable solutions, addressing their food security, livelihood, education, water, hygiene and sanitation, peace building and conflict mitigation and nutrition needs.

| | |
|----------------------------|---|
| JOB DESCRIPTION | PROGRAMME MANAGER |
| EMPLOYER | TITI FOUNDATION (TF) |
| POSITION REPORTS TO | EXECUTIVE DIRECTOR |
| LOCATION | JUBA BASED POSITION WITH FREQUENT VISITS TO THE FIELD |
| DATE | 06.08.2024 |
| ADVERT CLOSING DATE | 23.08.2024 |

Overview

As our Program Manager, you will be responsible for providing the overall vision, leadership, and guidance for all consortium members associated with the grant and externally with donors, and stakeholders. You will have principal responsibility for overall project management and technical operations to ensure that projects tasks and objectives are successfully met.

You will represent Titi Foundation as the primary point of contact for information on the progress and current status of all activities under the agreement, and you will manage the preparation and presentation of all proposed implementation plans and reports. You will lead a team and serve as the primary point of contact with the donor in South Sudan regarding implementation of activities and management matters relating to the agreement.

We’re looking for a deeply passionate, experienced Program Manager, who will champion our values, balance strategic thinking with operational excellence, drive growth of our programmatic portfolio, lead a high-performing team, and persistently push for superior quality in programming for women’s and children’s health.

Responsibilities

- Provide overall responsibility for the planning, coordination, implementation and monitoring and evaluation (M&E) of health project activities in the project area, including overseeing all aspects (programmatic, financial, administrative, personnel), with high quality and measurable impact.
- Oversee the annual work plans preparation, identify external technical support needs and ensure that appropriate management practices are being used in project implementation, and the Monitoring and Evaluation systems are being used to provide timely management information.



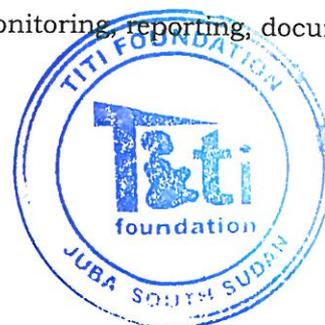
- Participate in developing and implementing information dissemination activities to publicize the project achievements and results with concerned stakeholders and communities.
- Responsible for liaison on a regular basis with the donor teams to keep them abreast of the progress on the project implementation.
- Oversee the timely submission and approval of quarterly financial and narrative reports to the donor.
- Ensure monitoring and evaluation plans and reporting templates are in place/available.
- Provide training and support for staff on M&E Strategy, planning and tools (evaluations, surveys, other) and also donor requirements and reporting guidelines. For surveys, train staff and enumerators on Digital Data Gathering (DDG) devices including on questionnaires and data collection. Participate in surveys, ensure the data is uploaded in a timely and accurate manner, and analyze data with the team.
- Lead in monitoring, regularly reviewing and analyzing progress and outputs against the targets and propose modifications as required, to increase effectiveness and impact of the project.
- Identify and design questionnaires and tools, key indicators and targets for each project component and for each M&E indicator.
- Ensure compliance with program, Titi Foundation and donor templates, policies and guidelines.
- Everything else that it takes to live out our mission and keep a good sense of humor.

Staff Supervision and Management:

- Supervising a team of senior level international and national staff with skills across a diverse set of technical areas.
- Developing and maintain an adequate human resource plan consistent with TF policies, donor requirements and local laws and ensure proper technical and Operational capacity of staff to manage and implement project initiatives.
- Ensuring competent and motivated staff are hired and retained.
- Conducting quarterly reviews of staff performance in line with TFs performance management system, ensuring opportunities for staff feedback.
- Ensuring proper technical capacity of staff is available by providing training and performance management to project staff.

Budget Management:

- Managing grant budget within approved spending levels and ensure accurate and timely financial reports to donors and key management staff in TF SS.
- In conjunction with Finance Manager, ensuring grant/project compliance whereby project expenditures are reasonable, allocable, and prudent and spent in accordance with donor rules and regulations to ensure compliance with external audit.
- Overseeing supply and equipment procurement, acquisition, disposition, and management in compliance with TF internal and donor requirements.
- Monitoring, Reporting, Documentation & Knowledge Management:
- Maintaining effective project quality assurance mechanisms, including monitoring system for tracking of project progress against indicators, activities and key project milestones, reporting, evaluation, and communication systems.
- Conducting routine visits to all project sites for purposes of monitoring and Operational support.
- Ensuring submission of timely, accurate and high quality reports that meet donor requirements.
- Developing Standard Operating Procedures for monitoring, reporting, documentation



and knowledge management, including establishment of standard tools and systems for documentation and information sharing of project progress, best practices, lessons learnt and success stories.

Donor Relations:

- Representing Alliance for Community Development in engagement opportunities with the Government of South Sudan, United Nations agencies, clusters, implementing and technical partners and other relevant stakeholders.
- Representing Alliance for Community Development at relevant meetings with the Government of South Sudan and partners to provide updates on project progress and communicate challenges of the program implementation.

Security:

- Implementing program operations according to safety standards with support from the Staff Safety and Resilience function.

Resource Acquisition & External Engagement:

- Supporting the development of proposals to meet needs identified at Area and Community Levels that are aligned with the ACD South Sudan Response plan.
- Profiling our work and supporting external engagement efforts.

Knowledge and Skills:

You have 5+ years of experience working in community development/health field in humanitarian setting, with 3+ years in a senior management position. You also have an advanced degree in development, and are conversant with the use and maintenance of data tools. You speak the language of international public health, know the challenges and current issues, and approach them full of optimism, integrity and passion for creating real change.

You know what needs to be done to effectively manage and mentor organizations with various levels of skills and experience. You have a well-established track record of solid, ethical business judgment, financial acumen and fiscal stewardship, and you have a proven ability to build trust, foster collaborative relationships and realize impactful relationships with diverse groups of stakeholders.

You're relentlessly strategic, and have the ability to translate these skills into flawless operational plans, ensuring we have a competitive advantage and take advantage of best practices.

Confidentiality

Ensuring the non-disclosure of any information whatsoever relating to the practices and business of TF acquired in the course of duty, to any other person or organization without authority.

Professional standards

The TITI Foundation and TF workers must adhere to the values and principles outlined in TF way-standards for professional conduct. These are integrity, service and accountability. In accordance with these values, the TF operates and enforces policies on beneficiary protection from exploitation and Abuse, child safeguarding, anti-workplace harassment, fiscal integrity and anti-retaliation, combating trafficking in persons and several others.



Safeguarding policy

The has zero tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors and implementing partners. Safeguarding at TF is an integral to the organization values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation abuse, and harassment of any person liked to the program by both its employees and downstream partner.

Equal opportunity employer

TF has an equal opportunity employer, considers all applicants on the basis of merit without regard to race, sex, nation, origin, religion sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.

How to apply

Application should include updated Curriculum Vitae (CV), National ID, cover letter and Academic documents and submit to email address titifoundationss@gmail.com or Hand delivered to TITI Foundation office, are located behind a blue flag along rock city road opposite Jehovah Witness, Nyakuron West.

Shortlisted candidate will be contacted only and attach photocopies, remember no retune of the any documents.

The successful candidate will be subjected to a thorough background check and satisfactory references.

Female applicants are highly encouraged to apply.

