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FAWE
FORUM FOR AFRICAN WOMEN EDUCATIONALISTS
OF SOUTH SUDAN
ACCESS TO EDUCATION FOR GIRLS EVERYWHERE



Ministry of General Education
and Instruction - MOGEI

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About FAWE South Sudan

Forum for African Women Educationalists (FAWE) South Sudan Chapter is a Non-Governmental Organization established in 2009 as part of the wider FAWE Network with the goal of accelerating female participation in education and closing the gender gap within the education system at all levels in South Sudan. Through education of women and girls, livelihoods are improved for entire communities and civic education and liberties are enhanced. FAWE South Sudan seeks to hire competent, dynamic and experienced professionals to fill the position of Programme Manager.

Job Description for Programme Manager, FAWE South Sudan Chapter

Position: Programme Manager

Location: Juba with travel to the field

Reports to: Executive Director

Term: Fixed Term

Start date: As soon as possible



The Purpose of the position

Responsible for development, design and management/monitoring of South Sudan programmes and for ensuring the FAWE South Sudan programme responds to country development trends. Ensures the proper implantation of programme strategies and plans, maintaining the coordination, linkages and synergies within and between the long term and humanitarian programmes as well as contributing to linking these programmes with influencing and ensuring programme quality.

RESPONSIBILITIES AND ACCOUNTABILITIES

The Program Manager will contribute to the effective implementation of programming across South Sudan to the highest standards and to the satisfaction of all stakeholders, including rural communities, funders, local partners and project collaborators which includes;



Program Management and Implementation

- Lead the development of project implementation plans, strategies, annual workplans, spending plans, project agreements, annual partnership reviews, contracts and MOUs;
- Ensure the program budget is well managed, monitor and revise budgets, working with FAWE's Finance Officer and Regional Technical teams;
- Conduct final review and approval of project level financial reports with regional team;
- Monitor project implementation to ensure that all project activities are on schedule and adhere to FAWE policies and procedures;
- Prepare and submit program technical reports, capturing results and lessons learned;
- Working through a gender equality lens, ensure that gender equality is a cross-cutting theme mainstreamed throughout FAWE programs and reporting
- Oversee the management and professional development of FAWE SSD Project staff
- Under new PSEA requirements, ensure appropriate measures (protocols, training) are in place as well as needed follow up in the case of reported incidents.

Monitoring, Evaluation, Accountability and Learning

- Ensure high-quality programming that achieves impact through consistent focus on monitoring, evaluation and learning in program planning and implementation.
- Support the development and implementation of appropriate monitoring and evaluation plans, based on gender transformative principles.
- Ensure timely and accurate monitoring and evaluation of projects including the compilation, documentation and analysis of specific data.
- Develop, implement, and oversee data collection instruments and conduct qualitative and quantitative data collection
- Develop templates to document learning including dissemination plans
- Organize field visits for donors, stakeholders or FAWE SSD staff.

Communications and Advocacy

- Ensuring branding and marking on project goods and materials
- Coordinate the preparation of success stories, and other communication materials
- Maintain good relationship with donors, partners and stakeholders.



Skills and Experience

- A Bachelor's Degree or Masters in Education, Development Studies, Social Sciences or related field is essential
- Five years' experience in program management
- Knowledge and experience in program cycle management, including program-planning, implementation, monitoring and evaluation
- Experience leading Multi-sectoral programming an asset.
- Skills in budget management and donor reporting/accountability/compliance
- Excellent written and verbal communications in English
- Strong organizational skills. ability to multi-task, and/or provide timely feedback on an as needed and/or urgent basis

NB: Female candidates are strongly encouraged to apply.

- Only shortlisted candidate will be contacted. Previous candidates are advised not to re-apply.
- Deadline for submission of applications is 31st January 2023.
- Interested Applicants should send soft copies of their CVs and Cover letters to lmathew.fawess@gmail.com

