



VWB Canada- UAP-Equatoria Tower, Hai Neem, Malakia-Juba Road, Juba- South Sudan



JOB ADVERTISEMENT – PROJECT MANAGER (PM)

ABOUT VSF CANADA

Veterinarians without Borders/ Vétérinaires Sans Frontières – (VWB/VSF Canada) is a charitable, international humanitarian organization, founded in 2005, whose mission is to work for, and with, those in need to foster the health of animals, people, and the environments that sustain us. VWB engages in activities around the world related to the health of farm animals, urban domestic animals, and wildlife, as well as public and ecosystem health. See www.vwb.org for more details.

South Sudan Livelihoods and Resilience Project (SSLRP) is a community-driven development project executed by the South Sudan Ministry of Agriculture and Food Security. The project is funded by the Global Agriculture and Food Security Program (GAFSP) through the International Fund for Agricultural Development (IFAD). VSF Germany has been assigned a leading role in the implementation of the project in five counties of Torit, Bor South, Magwi, Terekeka, and Kajo Keji. The South Sudan Ministry of Agriculture and Food Security and its partners IFAD, VSF-Germany, AAHI and VWB/VSF Canada secured additional financing from the Global Agriculture and Food Security Program (GAFSP) to scale the project to **3** other Counties (**Wau, Jur River and Awerial**) and increase the number of payams in the existing Counties. The GAFSP is a multilateral financing platform dedicated to improving food and nutrition security worldwide. Under the additional financing, VWB/VSF Canada will implement the SSLRP project in the 3 additional Counties.

VWB/VSF Canada is therefore seeking to recruit a qualified and well-experienced Project Manager to support the implementation of this project in Wau, Jur River and Awerial in Western Bahr-EI-Ghazel and Lakes States respectively. The PM will be based in **Wau** but with frequent visits to the field sites (Payams, Bomas and Villages) of the 3 Counties (Wau, Jur River and Awerial). The incumbent will work in collaboration with other staffs, local authorities, and the Program Manager.

ABOUT THE JOB

Position Title: Project Manager- SSLRP

Number of Positions: 1

Duty Location: Wau

Reporting to: The Program Manager

Term: Full-time, 12 Months (3 Months' Probation) Renewable depending on performance and funding.

JOB SUMMARY

The purpose of the Project Manager position is to effectively implement the **South Sudan Livelihoods Resilience Project (SSLRP)** in the 3 Counties. He/she ensures the proper planning and implementation of Project activities in collaboration with the Project Officers and other team members of the project and





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partners like AAHI, VSF Germany, Line Ministries and local authorities. The **Project Manager** will play a pivotal role in the successful implementation of the project activities as a team leader of the Project, He/She shall ensure the project aligns with the key cross-cutting issues: environment, gender, and nutrition considerations. He/she will work closely with the other project team, AAHI, stakeholders, and communities to achieve project objectives and contribute to improved food security and livelihoods for target beneficiaries. The Project Manager is a management position and will contribute to the effective implementation of programming across the 3 Counties to the highest standards and the satisfaction of all stakeholders, including rural communities, funders, local partners, and project collaborators.

The Program Manager will supervise the position with administrative and technical support from the Project Management Team (PMT) at the country level.

Key Duties and Responsibilities

Project Planning

- Lead the development of the overall project implementation strategy (incl. the transition/phase out strategy), systems, approaches, tools, and materials.
- Planning of all project activities, and best investment of resources for the sake of achieving the project goals.
- Identification and planning of technical skills and requirements to implement the project as per relevant standards.
- Development of the Work Breakdown Structure (WBS) to organize the various project deliverables and the work required to complete them into smaller and more manageable parts (work package).
- Creating the work schedule by sequencing the work packages and related tasks.
- Preparation of the work plan, which brings together the WBS and the schedule, to serve as a comprehensive and detailed model map for the successful implementation of the project.
- Organization and planning of the project kick-off and end-of-project transition planning meetings, and follow-up on the project-related action points originating from these meetings.

Project Implementation

- Closely oversee project implementation, and manage the resources ensuring VWB standards and policies are respected.
- Controlling the work plan, monitoring the implementation status of the project, and updating the project progress daily.
- Ensure that relevant technical quality and standards are considered and respected during project implementation.
- Operate following the “do no harm principles” to ensure projects are safe for communities.
- Anticipating and mitigating risks and issues and troubleshooting any unforeseen challenges during the project implementation.
- Under the supervision of the Program Manager, manage the coordination and manage the changes in project implementation, in particular identifying change needs to occur, reviewing proposed changes, analyzing the impact they have on the project plan, approving/denying





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requested changes, and controlling and updating the scope, cost, budget, schedule, and quality requirements based upon approved changes and in coordination with the project management team, program manager and the finance department.

- Provide regular and timely updates on progress and challenges to supervisors and other team members.
- Proposes solutions or improvements to the Program Manager to ensure the program activities are implemented with quality, according to the objectives, and on time.

Financial Management and control

- Review of the BVA and forecast initial and regular costs and cross-check expenditures for project activities.
- Forecasting monthly cash requirements of the project and submitting to Ops and finance.
- Participate in new budget development processes through the provision of expert programmatic advice related to contextual knowledge.
- Cost analysis for the project costs, raise red flags, and recommend the ways forward.
- Manage the activities undertaken and ensure efficient use of resources.

Human Resources Management and Organizational Development

- Defining the proper structure of the project team and developing a project organizational chart within the limitations of the budget.
- Development and/or adjustment of job descriptions outlining staff roles and responsibilities in line with VWB standards.
- Submission of recruitment plan for the project to the Operations Manager and HR department.
- Lead the recruitment of technical project staff.
- Ensure that project staff understand and can perform their roles and responsibilities.
- Follow up the work plans and day-to-day activities of the project staff.
- Ensure a positive working environment and good team dynamics.
- Undertake regular appraisals of staff and follow career management.
- Manage interpersonal conflicts.
- Ensure capacity building among staff in relevant sectors.

Project Monitoring, Communication, Documentation and Compliance

- Report regularly on project activities, challenges, and indicators through monthly reports to CPM; in particular, provide regular and timely updates on progress and challenges to supervisors and other team members.
- Develop data collection systems enabling effective monitoring of defined indicators.
- Together with the Program Manager, properly document the achievements and lessons of the project activities and share them with concerned stakeholders.
- Communicate effectively with stakeholders, ensuring clear and transparent information sharing.
- Contribute to the development of communication (IEC) materials and public awareness campaigns.





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- Ensure project records and documents, in particular documents that proof completion of activities (beneficiary list, donation certificates, attendance sheets, etc.) are adequately prepared, compiled, and filed according to VWB procedures and donor-specific procedures.
- Maintaining a beneficiary master database containing all beneficiary registration and baseline information as well as the activities from which the beneficiaries benefitted ensures the data is protected from misuse in line with VWB's data protection policy.
- Ensure project staff adhere to VWB's Code of Conduct and treat all beneficiaries with respect and without any distinction or discrimination based on nationality, race, ethnicity, tribe, gender, religious beliefs, political opinion or disability.
- Overseeing the appropriate, achievable, and acceptable selection of project beneficiaries.
- Develop a communication strategy with communities so that factual, objective, and actionable information is provided to project stakeholders.
- Lead empowerment of project stakeholders to participate throughout the project cycle.
- Contribute to drafting (external) project progress reports, ensuring the quality and accuracy of technical information provided.
- Contribute to the organization of the project close-out meeting and follow-up on the project-related action points originating from this meeting.
- Participate in communication activities through the regular collection of pictures and stories related to project activities.
- Where relevant, liaise with third-party monitoring and work closely with partners on project updates, site visits, and other communication, in coordination with the PMT.

Representation & Coordination

- Organizing regular project coordination meetings with the project team.
- Participate in bi-weekly Project Meetings (BWPM) and when requested/as relevant in Monthly Coordination meetings (MCMs), and provide updates about implementation progress, challenges, risks, and changes in context.
- Oversee the Project Officers and project team to facilitate or undertake communication and liaison activities to actively consult and involve beneficiaries, key informants, actors, partners, and stakeholders in all stages of project design and implementation ensuring proper liaising with the PMT.
- Coordinate and collaborate with others by cultivating good relations with key humanitarian and development actors – local and international, including government authorities and non-state actors, through regular attendance at technical meetings and bilateral meetings.
- Identification of opportunities to collaborate and coordinate efforts with other organizations to ensure our activities build upon - rather than replicate - the work of others.
- Participant in all relevant cluster coordination meetings at the state level and national level.
- Share external learning and innovation with communities and other stakeholders.

Procurement and Logistics

- Lead the procurement planning processes, launch procurements required for the project promptly, and follow procurements closely in collaboration with logistics.
- Send accurate and precise order forms promptly.



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- Check the quality of the required goods/supplies with the technical team at the contracting stage and at the reception point and contribute to procurements committees to finalize suppliers' selection according to applicable scenarios.
- Follow-up closely project stock levels in coordination with logistics, and monitor proactively current, pipeline, distributed, and required stock.
- Effective fleet management through timely and reasonable vehicle requests.
- Ensure that the project team has adequate assets necessary for performing its duties.

Job Requirement**Qualifications, Experience & Skills required.**

- Bachelor's degree in Agriculture, Development Studies, Environmental Studies, or a related field. Master's degree in related field is a plus.
- Minimum of 5 years of experience working in FSL projects as a Project Manager/Coordinator, preferably with experience in integrating environment, gender, and nutrition themes.
- Proven experience in project management, monitoring, and evaluation.
- Excellent communication, interpersonal, and team-building skills.
- Experience working in Wau, Jur river and Awerial Counties is a plus.
- Understanding of environmental sustainability principles and practices.
- Knowledge of nutrition-sensitive interventions and their integration into FSL programs.
- Knowledge and experience of working with pastoral communities and speaking local Arabic languages will be an added advantage.
- Excellent computer knowledge, communication and report writing skills.
- Good in teamwork, gender equality, sensitivity to cross cutting issues and participatory approaches and focus on sustainable development.

How to apply:

To apply, submit a cover letter and detailed resume **clearly explaining how your skills and experience meet the expectations of the position description and academic certificates.** Please submit your application to ssrecruitment@vwb.org or hand deliver to our office at UAP Equatoria Tower- 6th Floor Wing B. Hai Neem- Malakia-Juba Road.

Application closes: May 24, 2024

Please write "**Project Manager SSLRP**" in the **subject line of the email.**

VWB/VSF is committed to diversity and inclusion within its workforce and encourages qualified female and male candidates from all religious and ethnic backgrounds, including persons living with disabilities, to apply to join our organization.

NB: This Position is only for South Sudanese Nationals.

