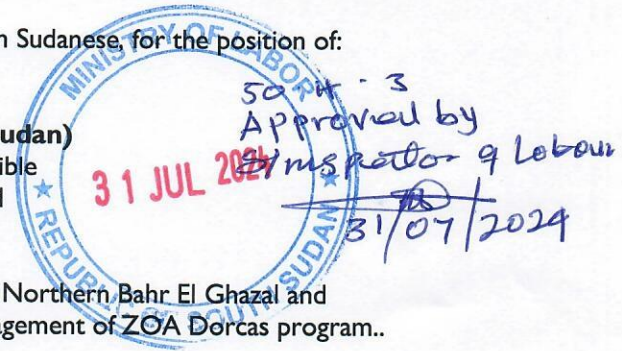


ZOA Dorcas (ZD) South Sudan is a faith-based organization that was established in May 2022 as a result of the merger between ZOA and Dorcas in South Sudan. Both organizations were individually present in South Sudan for a long period (ZOA since 1998; Dorcas since 2008). Our complementary expertise and geographical coverage enable us to achieve more impact in reaching those most affected by crises. ZOA Dorcas supports communities affected by conflict and natural disasters in hard-to-reach areas in South Sudan. The organization has extensive experience and expertise in the following sectors and themes: Food Security and Livelihoods (FSL), WASH, Peacebuilding & Reconciliation (including socio-therapy) as well as TVET & Inclusive entrepreneurship. Localization (building institutional capacity of local partners), Cash & Voucher Assistance, Disability Inclusion and Women Empowerment are crosscutting themes (. ZOA Dorcas South Sudan is active in Western Bahr El Ghazal, Warrap, Northern Bahr El Ghazal and Jonglei State as well as Greater Pibor Administrative Area.

ZOA Dorcas is looking for an English and Arabic-speaking South Sudanese, for the position of:

Project Manager
(Stationed in Aweil, South Sudan)

Starting date: as soon as possible
Frequent travel is required



Purpose of the position

In this position the incumbent will support program activities in Northern Bahr El Ghazal and Warrap States and provide overall leadership and integral management of ZOA Dorcas program..

Main responsibilities:

Leadership and management

- Develop and implement the overall strategy and direction for projects in different sectors and strategic priorities.
- Responsible for all ZOA Dorcas activities within the project areas;
- Lead and motivate project teams, ensuring alignment with organizational goals and fostering a collaborative working environment.
- Spiritual oversight and Christian leadership of the ZOA Dorcas team in the project areas;
- Make informed decisions to guide project activities, resolve conflicts, and ensure effective resource utilization;
- Carry out the responsibilities as a member of Field Office management team;
- Maintain clear and open lines of communication with all stakeholders, including staff, donors, partners and beneficiaries.
- Ensure gender and conflict sensitive approach to team management and project activities under her/his responsibility.

Programme Management

- Develop comprehensive project plans, including objectives, timelines, budgets, and resource allocation.
- Ensure timely and effective implementation of project activities, adhering to established plans and standards.
- Development of the project plan for the respective project locations, with annual review of needs for changes, based on the available context analysis, programme priorities and results of annual programme plan;
- Project Cycle management, including needs assessments, formulation of concept notes and proposals and budget;
- Reporting - monthly and quarterly activity and financial reporting, including realization of activities versus budget utilization; (Providing input to) narrative and financial donor reporting;
- Identify potential project risks and develop mitigation strategies to address them.

HR/Admin/Finance

- Manage project budgets, ensuring efficient use of resources and adherence to financial guidelines.
- Approval of expenditures following level of authorization and related cost allocations, on the basis of approved project and budgets;
- Train, and supervise project staff, ensuring they have the necessary skills and support to perform their roles.
- Supervision and periodical evaluation of the performance of the members of the projects Team;
- Ensure that all administrative tasks, including procurement and logistics, are handled efficiently and in compliance with organizational policies.
- Implementation and monitoring of financial, personnel and security policies and procedures;

Security

- Ensures the design and maintenance of an effective security management system at program level, in compliance with ZOA Dorcas overall security policy and procedures, and the monitoring of compliance to that system by staff and other relevant persons for whom the Projects Manager holds security responsibility.
- Conduct regular security assessments to identify potential threats to staff and project operations.
- Implement security protocols to ensure the safety of project personnel and assets.
- Maintain close coordination with local authorities and security agencies to stay informed about the security situation and receive timely updates.

Coordination

- Stakeholder Engagement: Maintain effective communication and coordination with donors, partners, and beneficiaries.
- Partnership Development: Build and maintain strong relationships with community leaders, local authorities, and other relevant stakeholders.
- Inter-agency Collaboration: Coordinate with other organizations and agencies working in the same sectors to ensure synergy and avoid duplication of efforts.
- Information Sharing: Facilitate the sharing of information and best practices among project teams and partners.

Monitoring and Evaluation:

- Data Collection: Ensure that comprehensive data collection tools are developed and used to monitor project progress and outcomes.
- Impact Assessment: Conduct regular evaluations to assess the impact of project activities and identify areas for improvement.
- Reporting: Prepare detailed monitoring and evaluation reports, highlighting key findings and recommendations.
- Learning and Improvement: Use evaluation findings to inform future project design and implementation, promoting a culture of continuous learning and improvement.

Job Requirements:

- Bachelor or Master degree in a humanitarian, development or other relevant field;
- Three to four years management experience with least one year in a conflict area;
- Proven experience in leadership and team management.
- Experience in working in challenging and insecure environments.
- Demonstrated experience in managing budgets, financial reporting, and resource allocation.
- Good spoken and written command of English.

Skills:

- Command of operations;

- Analytical;
- Cultural sensitivity;
- Writing skills;
- Ability to delegate effectively
- Planning and organizing;
- Participative leadership;
- Provides regular feedback, acknowledges success and the need for improvement;
- Coaches, and provides opportunities for growth.

Attitude:

- Flexibility and adaptability;
- Interpersonal and cross cultural sensitivity;
- Able to work under pressures and meet deadlines;
- Able to work in a sometimes fluid and insecure environment.
- Support of the Christian identity of ZOA Dorcas.
- Full support for the vision and mission of ZOA Dorcas.

We offer:

ZOA Dorcas offers the opportunity to become part of a growing International NGO with a dedicated team of professionals. ZOA Dorcas offers a suitable pay and benefits package that is justifiable to our donors. Furthermore, you will be offered an initial 12 month contract. Depending on continued funding, your performance and fit with the organization and staff, the contract may be extended.

How to apply

If you believe that your qualifications meets the requirement of the position above, kindly submit your application (including CV, academic Credentials, copy of your Nationality ID, and contact details of 3 referees) by email to recruitment.southsudan.wau@zoadorcas.ngo or hand deliver hard copies of your application to ZOA Dorcas Office at Hamza inn in Juba Town, or in Wau at Sikka Haddid, near Airport. Please indicate clearly the position you are applying for in the subject of your email and all application documents.

Closing date: 19th August 2024 at 5:00 pm

Only shortlisted candidates will be contacted. Due to the urgency to fill this role, applications will be reviewed on a rolling basis. Should you wish to apply for this post you are kindly advised to submit your application as soon as possible.

Note:

This position is for South Sudanese Nationals ONLY.

Human dignity is central to our work, and we look for candidates that adhere to our core values: We are People Centered, Good Stewards, Faithful and We Serve with Integrity. ZOA Dorcas is committed to the protection of children and adults from (sexual) exploitation and abuse and has **Zero Tolerance** in case of breach of our code of conduct. ZOA Dorcas staff are expected to uphold these values and share our commitment. ZOA Dorcas will perform due diligence checks for this vacancy.

All staff are required to sign and adhere to the ZOA Dorcas Code of Conduct including Child Safeguarding (following guidelines of PSEA - Protection against Sexual Exploitation and abuse). Recruitment is subject to successful completion of all applicable background checks, including references and criminal record checks.