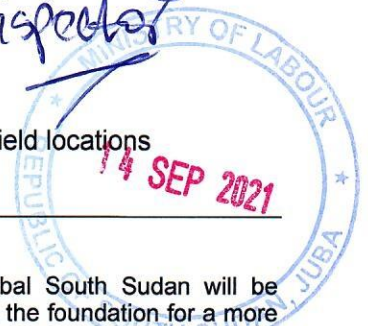


VACANCY ANNOUNCEMENT**SCOPE OF WORK**

TITLE: Program Specialist
DURATION OF CONTRACT: One-year, renewable
LOCATION: Akobo County, with extensive travel to other field locations
SUPERVISOR: Regional Program Manager (RPM)

50. H. 3
Approved by
Inspector

**Project Background:**

Under contract with the U.S. Agency for International Development (USAID), DT Global South Sudan will be implementing the five-year, Shejeh Salam Activity in South Sudan. Shejeh Salam will build the foundation for a more stable and socially cohesive South Sudan that will enable local actors to build community cohesion to promote peace processes and peaceful co-existence; civil society actors to advocate for peace and reconciliation and participate in civic processes; provide trauma awareness services to communities; and access to media that is providing accurate, fair and thorough information to mitigate the impact of rumor and misinformation. Shejeh Salam intends to program in Juba, as well Unity, Greater Bahr el Ghazal, Upper Nile, Greater Jonglei, and Greater Equatorias regions, although geographic focus may shift.

Position Summary:

The Program Specialist is expected to support the development, implementation, and close down of activities to be implemented in their location, while coordinating closely with the RPM and other program team members to ensure the activities are complementary to other activities in the wider region. The position will act as the focal point on activities as assigned by the RPM.

Duties and Responsibilities:

- Maintain oversight of the local activity portfolio – which may include in-kind grants under contract, cash grants under contract, short-term technical assistance, and direct delivery of goods and services
- Ensure all key program elements are moving forward in a timely manner, in line with the USAID-approved activity and all USAID and Shejeh Salam rules and regulations
- Act as “activity focal point” on activities in your area as assigned, including taking ownership of relationships with grantees/local government and key partners necessary for successful activity implementation; leading the activity writing process; and supporting all elements of the activity
- Ensure that procurement, finance, logistics, and programmatic aspects of each activity is being implemented on-time and in accordance with the approved activity and budget, along with USAID rules and regulations
- Submit weekly activity notes, and quarterly report inputs as requested by the RPM; submit any other reports requested by your manager
- Support the M&E team to conduct activity and outcome level M&E activities in your region, including assisting in collecting photographs and attendance sheets or to conduct key informant interviews or focus group discussions
- Develop and maintain collaborative relationships with local partners, state and local government authorities, international and national NGOs and CBOs, donors, and other key stakeholders
- Maintain a strong understanding of conflict dynamics in your assigned region, to assist in development of annual strategies, and in individual grant development while following key do no harm principles
- Contribute to development of the regional strategy in collaboration with the RPM and senior management
- Develop capacity building strategies and plans for building the capacity and sustainability of partner organizations
- Maintain proactive communications with the RPM on all relevant programmatic or operational issues
- Conduct regular visits to field sites to oversee activity development, implementation and closeout throughout the Jonglei and surrounding areas; with frequent travel anticipated to Duk, Uror, Ulang and elsewhere

- Approve both program and operation expenditures in line with the approvals matrix
- Any other tasks as assigned by your supervisor or Chief of Party



Education and certifications:

- Completion of secondary school, but with a university degree preferred. Other relevant certifications will be considered

Key Position Competencies and Experience:

- At least 2 to 4 years of progressive experience in implementing donor funded programming
- Prior experience working on USAID-funded projects, including recent experience with stabilization, peacebuilding, and/or democracy and governance projects
- Proficiency in Microsoft Office programs
- Experience in overseeing small activity/grant portfolios working with local partners on peacebuilding or similar activities
- Effective written and oral communication as well as interpersonal skills
- Demonstrated problem solving and analytical skills and good judgement
- Be proactive, have strong prioritization skills, and ability to work cross-culturally
- Possess demonstrated leadership skills, humility, and self-awareness
- Fluency in English, and Nuer required; Arabic and Dinka also preferred
- Have a detailed understanding of local and national context, and a good understanding of conflict issues at the state, county, payam, and boma levels

DT Global Core Competencies:

- **Teamwork:** Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust and commitment.
- **Communication:** Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- **Adaptability:** Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.
- **Customer/Client Focused:** Anticipates, monitors and meets the needs of customers and responds to them in an appropriate and responsive manner.
- **Diversity & Inclusion:** Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly.
- **Professionalism:** Displays appropriate and ethical behavior, integrity and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal.

Application Process:

To apply, please send your CV and Letter of Motivation **as one single document** to shejhsalam-administration@dt-global.com. Your attachment must be less than 1 megabyte in size; your CV must include your full name, email and phone number; and **DO NOT** submit any other recruitment documents at this time. In the email subject line, include the **title AND location** of the position you are applying for, as advertised at the top of this job vacancy announcement. Please **apply electronically**, DT Global South Sudan will not be accepting paper copies at this time. Only candidates who are short-listed will be contacted. **The deadline for submissions is Friday, October 1, 2021 at 09:00AM, CAT.** Emailed CVs received after this time will be considered only at DT Global South Sudan discretion.

DT Global South Sudan is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global South Sudan prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

