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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:

**Program Manager**

**(Stationed in Bor, 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 Jonglei State and provide overall leadership and integral management of ZOA Dorcas field office and programs in Bor and Pibor.

**Main responsibilities:**

**Leadership and management**

- Responsible for all ZOA Dorcas activities within programme areas;
- Spiritual oversight and Christian leadership of the ZOA Dorcas team in the programme area;
- Participate in and support programme and knowledge development;
- Carry out the responsibilities as a member of country management team;
- Provide strategic partnership engagement at programme level;
- Ensure gender and conflict sensitive approach to team management and project activities under her/his responsibility.

**Programme Management**

- Development of the Programme plan for the respective programme areas, with annual review of needs for changes, based on the available context analysis, programme priorities and results of annual programme plan;
- Provide technical support in initiating and rolling out of Country Strategy and Annual Plan 2024 (Jan to Dec 2024)

**Office address**

ZOA Dorcas  
Hamza-inn, Plot No. 04, Block G vi, 2<sup>nd</sup>  
Class, May Street, Jebel Nyoka, Juba.  
South Sudan

**Contact**

Phone: +211 (0) 928336967  
Email: [info@zoadorcas.ngo](mailto:info@zoadorcas.ngo)  
[www.zoadorcas.com](http://www.zoadorcas.com)

- Annual planning for the programme area, with the corresponding annual programme area budget, as an input to the Country Strategic and Annual Plan (CSAP);
- Planning, implementation, and monitoring of project activities that were approved by donors with the corresponding project budget planning;
- 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;
- Annual review of progress towards programme objectives and outcomes;
- Initiating and maintaining effective working relations with relevant stakeholders and local partners at programme area level;

#### **HR/admin/finance**

- Budget owner for projects implemented in programme areas;
- Approval of expenditures and related cost allocations, on the basis of approved project and programme organization budgets;
- Human Resource Management (at individual- and team level) for programme staff;
- Supervision and periodical evaluation of the performance of the members of the Programme Team;
- Implementation and monitoring of financial, personnel and security policies and procedures;
- In collaboration with the Consortium Coordinator, prepare and process the allocation of indirect costs to project budgets.

#### **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 PGM holds security responsibility.

#### **Authority:**

The Programme Manager is authorized and accountable within the frame work and limits as defined in:

- The Declaration of Authorization' signed by the Country Director;
- The Country Management Charter;
- The agreed Country Strategic and Annual Country Plan;
- The programme budget approved by the Country Director;
- The project plans as approved by the donors;
- The country quality management system as approved by the Country Director.

#### **Job Requirements:**

- Bachelor or Master degree in a humanitarian, development or other relevant field;
- Three to five years field experience in a development country of which at least one year in a conflict area;
- Management experience;
- Familiar with Project Cycle Management;
- Good spoken and written command of English and Arabic is an advantage

#### **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.

**Information and application**

Interested and qualified candidates are kindly invited to send a cover letter and resume (both in English) no later than 24th January 2024 to [recruitment.southsudan@zoadorcas.ngo](mailto:recruitment.southsudan@zoadorcas.ngo) and copy to [recruitment.southsudan.wau@zoadorcas.ngo](mailto:recruitment.southsudan.wau@zoadorcas.ngo). In your cover letter please reflect on your motivation for wanting to become part of ZOA-Dorcas, being a Christian organization.

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.