



Per April 2022 ZOA and Dorcas are aiming to establish a partnership in South Sudan, integrating the operations of both organisations into one joint working organisation. The purpose is to collectively reach more effective and efficient impact for people in need in South Sudan.

The joint organisation ZOA-Dorcas South Sudan is looking for Arabic and English-speaking South Sudanese, for the position of:

Program Manager

Stationed in Wau, Western Bahr El Ghazal State

Start Date: As soon as possible

Duration: 12 months, with possibility of extension depending on funding

Purpose of the position

The Programme Manager is responsible for the realisation of project and programmatic goals in a specific ZOA Dorcas South Sudan area.

The position of Programme Manager is instrumental in establishing and expanding a solid portfolio, aiming at reaching more people in need with effective and high-quality programming in Western Bahr El Ghazal and Warrap States. In this geographical area we are currently implementing projects in Food Security & Livelihood (FSL), Nutrition, WASH, Vocational training and Entrepreneurship & Business Development. The total portfolio in this area is around 2.5 million USD and growing.

The programme manager contributes to the delivery of the Country Strategy and Annual Plans through development, effective coordination, technical support and guidance by ensuring a cohesive team spirit and motivation to perform.

The Programme Manager is member of the Area Management Team. (S)he is accountable to the Head of Programs and reports to the Area Manager.

Key Result Areas

Tasks responsibilities, results

Overall leadership of the ZOA Dorcas South Sudan Programme Team in Western Bahr El Ghazal and Warrap States, and responsibility for the delivery of ZOA Dorcas South Sudan projects and programmes on time, within budget and to desired quality levels in this geographical area.

The Programme Manager is accountable to the Head of Programs, and reports functionally to the Area Manager and supervised all project coordinators in the programme area.

Leadership and programme management

- Responsible for all ZOA Dorcas programme activities in Western Bahr El Ghazal and Warrap; this includes but is not limited to:

South Sudan

- 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 reporting, including realization of activities versus budget utilisation; responsible for narrative donor reporting;
- Annual review of progress towards programme objectives and outcomes.
- Documentation of learning, contributing towards our track record.
- Participate in country wide programme and knowledge development;
- Member of Area Management team;
- Provide leadership for all programme team members to ensure the effective delivery of all objectives internally and externally;
- Ensure that all team members take people centred approach in project design, fully embedding cross cutting areas such as conflict sensitivity, gender and protection.

Portfolio & Business development

- Represent ZOA Dorcas South Sudan and build and maintain positive relationships with current and potential donors and other (external) stakeholders;
 - Take the lead in the design of winning proposals and contribute to a growing portfolio;
 - Ensure programme teams contribute programme ideas and needs analysis for grant proposals;
- Coach project staff to professionally and competently maintain their donor relationships, participate actively in cluster meetings and ensure a fruitful and effective relationship with local authorities, colleague organisations and other stakeholders.

Partnership

- Ensure effective partnerships at all levels using the appropriate assessment tools and guidelines;
- Promote Localisation by ensuring that the capacity of local partners is regularly assessed and capacity building plans are devised together with the partners;
- Ensure follow up and delivery of agreed capacity building plans with partners.

HR/admin/finance

- Budget owner for projects implemented in programme area;
- Approval of expenditures and related cost allocations, on the basis of approved project and programme organisation 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 operations & finance, prepare and process the allocation of indirect costs to project budgets.

Security



- Ensures adherence to ZOA Dorcas South Sudan policy at program level, and the monitoring of compliance to that system by staff and other relevant persons for whom the PGM holds security responsibility.

Contacts

External contacts:

- Government authorities on different levels;
- (I)NGOs, CBOs and other civil society groups including churches;
- Clusters;
- International organisations, including UN, operating in the respective country;
- Donors.

Internal contacts :

- Country office staff, particularly programme staff;
- Members of Area Management Team;
- ZOA Dorcas South Sudan Country Support Team (HQ - Netherlands).

Competencies

Knowledge & Experience:

- Bachelor's degree or Master degree in Economics, Development studies or other relevant field;
- Five to seven years of experience in a similar position;
- Proven experience in Program Management;
- Thorough understanding of project management techniques and methods
- Familiar with Project Cycle Management;
- Good spoken and written command of English, preferably knowledge of Arabic and local language(s).

Skills:

- Command of operations;
- Analytical;
- Organisational sensitivity;
- Writing skills;
- Effecting delegation;
- Planning and organising;
- Participative leadership;
- Provides regular feedback, acknowledges success and the need for improvement;
- Coaches, challenges 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.

Special requirements / circumstances

- Based in Wau, with regular travel to the field.

What we offer

- Working environment with scope for professional and personal development;
- Being part of valued professional in a dedicated, motivated and intercultural team;
- ZOA Dorcas offers a gender sensitive working environment;
- A competitive salary that takes into account the qualification and experience of the candidate.

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 hard copies of your application to ZOA-Dorcas office at Sikka Haddid, near Airport. Please indicate clearly the post you are applying for in the subject of your email and all application documents.

Closing date: 1st April 2022

Only shortlisted candidates will be contacted.

Note:

This position is for South Sudanese Nationals ONLY.

All staff is 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.

