

Job Title:	Programme Manager (01 Position)
Job Location:	Juba – Central Equatoria State
Reporting to:	Head of Programmes
Starting Date:	5 <sup>th</sup> September 2023
Closing date:	22nd September 2023

#### INTRODUCTION:

ACROSS is an International Christian and Humanitarian Organization serving South Sudan since 1972 and has a well-established presence in many parts of the country and even other areas in East Africa (Kenya & Uganda). Its long-standing presence, credibility, relationships, and committed staff are some of its most valuable assets. With its mission of Transforming Individual Lives and Communities in South Sudan and beyond through a Christ-centered holistic Approach, ACROSS is inviting applications from academically qualified South Sudanese who possesses extensive knowledge, experiences and stellar skills in managing Integrated Projects programming for the position of **Programme Manager**.

#### Main Job Purpose:

The Programme Manager is responsible for the successful delivery of the whole of the Integrated Response Programme, co-ordinate with the programme's sectors heads and effectively manage their inter-dependencies to see to it that it contributes to achieving ACROSS' vision and mission.

#### JOB FUNCTIONS (Roles & Responsibilities):

i) **Programme Strategy:**

- The Programme Manager will provide strategic leadership and technical oversight to ensure the Persons of Concern (PoCs) have inclusive and equitable access to health and nutrition, WASH, Agriculture, Food Security & Livelihoods, Protection (Child Protection & GBV), Education and other cross cutting layers of interventions across the integrated response programme sectors. S/he will actively coordinate with all integrated response programme sector heads, Head of programme, Executive Director, Head of Finance and the supporting partners. In the spirit of Partnership, the Programme Manager will effectively collaborate and coordinate with UNHCR, Commission for Refugees Affairs (CRA) and other partners to strengthen and proactively spearhead response to the POCs, including effective Camp Coordination and Camp Management (CCCM). The Programme Manager will ensure that the





partnership engagement purpose, values and the objectives are communicated amongst staff to create mutual understanding and ownership and facilitate input from staff in the strategic planning process. The Programme Manager will effectively contribute and in some occasions take lead in development of programme strategy by providing useful feedback from the grassroots and making constructive suggestions to the Head of Programs and ACROSS Leadership Team (ALT).

ii) **PROJECT MANAGEMENT:**

- Monitor the programme implementation situation in the project area, making detailed reports and within the agreed Partnership programme engagement, propose recommendations as part of the area management team regarding PoCs' needs, vulnerabilities/capacities and suggested responses.
- In collaboration with PoCs representatives, UNHCR & CRA undertake detailed analysis and design appropriate programme interventions to meet needs and strengthen local capacities.
- Participate in project evaluations and assist in the analysis of results.
- Coach and capacity build project staff across sectors in quality project cycle management including programme design, capturing ACROSS Quality Standards, monitoring & evaluation.
- Participate in knowledge and information sharing within the programme. Identify, document, and disseminate relevant project learning within the programme.
- Ensures timely delivery of programme activities by coordinating the team to plan, execute, report, and monitor achievement of programme deliverables.
- Work independently with guidance and direction, as appropriate from the Head of Programmes.
- Provide support to the development and implementation of various operational plans and technical/logistical tracking systems to ensure timely programme delivery.
- Take lead in management of programme risk by proactively anticipating issues and collaboratively developing contingency plans and solutions.
- Conduct regular field visits to monitor implementation, consult with key stakeholders and provide support to programme staff to ensure timely and effective programme implementation - determining gaps and needs and taking corrective measures within appropriate timelines.
- Coordinate with Finance and Logistics teams to activities align with procurement plans.
- Ensure data integrity through data collection, collation, analysis and sharing to donors and relevant stakeholders.
- Provide strategic leadership, organisation, direction, co-ordination and management in planning, budget control, implementation and reporting of the ACROSS Integrated Response (IR) Programme.



- Develop an annual IR Programme work plan, including budgets and implementation plans.
- Prepare and ensure complete programme narrative reports, finance reports and requests for funds are submitted on time.
- Oversee the timely, efficient and effective delivery of high-quality programmes, including management of grants and technical support to ACROSS staff.
- Maintain a close working relationship with the UNHCR, CRA and other partners.
- Develop and maintain a strategy to grow and strengthen the IR programme; ensure quality concept notes and proposals are written that are consistent with the current strategic plan.
- Ensure the sustainability of ACROSS as an organization; protect the future of ACROSS through prudent financial and programme management.
- Uphold ACROSS' core values, policies and procedures; be a positive example to all staff in personal attitude and conduct.
- Be a team player; support other ACROSS programmes, locations and staff in pursuit of ACROSS' vision.
- To meet 2-4 times a year with the other Co-ordinators/Managers (together with the Head of Programmes) to discuss issues of concern to ACROSS all sectors and the development of ACROSS programmes.

iii) **Corporate Policy and Compliance:**

- Responsible for ensuring understanding and compliance amongst programme staff to ACROSS security guidelines, PSEA, HRM, Code of Good Conduct, Self-declaration policies and other policies.
- Responsible for induction of project staff, ensuring their familiarity with ACROSS' vision, mission and values, Quality Standards, policies and programme objectives and their individual responsibilities in upholding these standards and policies.
- As a member of the Programme Management Team and in conjunction with the HR office, ensure local recruitment for programme staff for programme implementation is consistent with ACROSS' HR recruitment policies, the legal context and local practice.
- In conjunction with the Finance Officer, ensure project financial management is in accordance with ACROSS financial systems and policies.
- In conjunction with the Logistics Officer, ensure logistics systems are understood (procurement, transport, storage, communications, estate / buildings management, asset management etc.) by programme staff.

iv) **Team Management**

- Provide supervision, guidance and monitoring for programme staff, ensuring clarity over programme plans and priorities and encouraging effective teamwork.





- Ensure ACROSS' performance management system is effectively implemented with objective setting, probationary reviews, regular catchups, yearly performance appraisals and exit interviews carried out for programme staff.
  - Support the implementation of ACROSS' staff development policy, including personal development planning, in a way that is consistent and transparent.
  - Provide spiritual and pastoral support where appropriate.
- v) **External Representation**
- Build positive local working relationships with partners and beyond, local communities, government officials, local churches, UN and their representatives.
  - Strengthen partnership coordination and collaboration.
  - Promote strong networking with wide range of humanitarian and development actors (Both local and international actors).
  - Attend all partners meetings on regular basis when called upon.



**MINIMUM QUALIFICATIONS & EXPERIENCE REQUIRED:**

a) **Education:**

- Master's degree in international development, Business Administration, social sciences, Management or similar field with strong project management component, and not less than 5 years in a senior project/programme management level.
- A bachelor degree obtained before 2013 in the disciplines of international development, Business Administration, social sciences, Management or similar field with extensive proven track record of managing programmes and projects at senior management positions for over 10 years will be considered for the position in lieu of the master degree.

b) **Work Experience:**

- Proven stellar experience in leading multisectoral programme management and implementation.
- Minimum of 10 years' experience from a management position in a humanitarian context, with at least 5 years continues role in senior programme management positions.
- Experience at negotiating funding agreements with the UN and other funding partners.
- Extensive experience in relevant work in Africa. Experience in South Sudan is desirable.
- Demonstrated experience managing diverse teams of national and international staff.
- Experience in facilitating the capacity building efforts of diverse colleagues.
- Demonstrated ability to transfer knowledge to diverse audiences through training, mentoring and other formal and non-formal methods.
- Proven experience in Strategic planning.
- Experience in Staff development and capacity building for timely programme delivery.



- Proven team management in relief environments with successful examples of local staff management.
  - Successful experience of project cycle management.
  - Proven experience of operating with Persons of Concerned (PoCs).
  - Extensive Knowledge and Experience in health & Nutrition, Protection (Child protection & GBV), WASH, Food Security & Livelihood, Education, NFIs sectors and camp management ability.
  - Working to SPHERE standards, Core Humanitarian Standards (CHS), and organization's core values.
  - Hands on in M&E, financial management, HR, and logistics systems.
  - Excellent track record in projects proposal development.
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**PERSONAL SPECIFICATIONS:**

**SKILLS & ABILITIES/ATTRIBUTES REQUIRED:**

- ◆ Ability to manage and prioritise own workload effectively to meet deadlines.
- ◆ Strong capability in project planning and task identification.
- ◆ Ability to take initiative to identify problems and suggest solutions.
- ◆ Ability to collate and present information effectively and provide positive input into discussions and contribute to written reports.
- ◆ Excellent interpersonal and presentation skills.
- ◆ Excellent organisational and person-management skills and the ability to interact with people effectively.
- ◆ Ability to manage and prioritise multiple demands.
- ◆ Excellent organisational and time-management skills.
- ◆ Ability to produce clear and concise written reports.
- ◆ Ability to mentor staff of various skills and personalities.
- ◆ Proven ability to work with people from a wide variety of backgrounds.
- ◆ Ability to handle confidential information with tact and discretion.

**Personal Qualities Required:**

- ◆ Modelling of Godly leadership in all aspects of character and conduct.
- ◆ Committed Christian with a personal relationship with God.
- ◆ Emotionally & spiritually mature.
- ◆ Understanding and sensitivity to cross cultural issues.
- ◆ Commitment to accountability to beneficiaries and transparency, showing dignity and respect, and demonstrating listening and understanding.
- ◆ Flexibility, ability to remain calm under pressure.
- ◆ Willingness to travel and live in basic conditions.
- ◆ Networker.
- ◆ People developer and motivator.

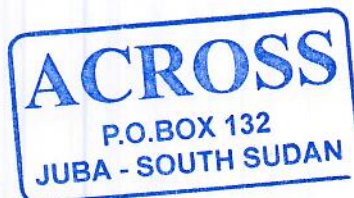


- ◆ Committed to prevention of Sexual Exploitation and Abuse (PSEA), Fraud, bribery & corruption.
  - ◆ Committed to Child protection and prevention of Gender Based Violence (GBV).
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This is a **Senior Position**. If you believe you are the one we are looking for, kindly send us soft copies of your latest/updated Curriculum Vitae (CV), copies of only relevant Academic documents, South Sudan Nationality Certificate or Passport, well written cover Letter and a written Personal Christian Testimony by email to [recruitment@across-ssd.org](mailto:recruitment@across-ssd.org) in one file document with a clear subject heading of the job or just deliver a hardcopy to ACROSS Head Office located in Buluk, we are next to South Sudan UNHCR Country Representative Office and a few meters away from Sudan embassy.

**Important to Note:** ACROSS has a zero-tolerance approach to conduct such as fraud, sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination, corruption and bribery. All selected candidates will be expected to abide and adhere to ACROSS' standards of conduct and will therefore undergo thorough background checks through a number of means. Selected candidates will also be required to provide additional information as part of the verification exercise. Misrepresentation of information provided during the recruitment process may lead to disqualification.

- Applications without a **strong and clear personal written Christian Testimony** (Not letter from the church) **will not be considered**.
- This position is open **only to qualified and experienced South Sudanese nationals who had managed or are currently managing multisectoral programming at a senior management level**.
- **Only shortlisted** applicants will be reached for further engagements.
- **Application documents once received are NOT Returnable**.



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