



Munuki SDA Compound
P.O Box 247
Juba, South Sudan

JOB DESCRIPTION

Job Title:	PROJECT MANAGER (General Food Distribution+/Blanket Supplementary Feeding/School Feeding)
Qualifications:	Bachelor's Degree in Social Sciences, Development Studies or any other relevant field of study. A Master's degree in these areas will be an added advantage
Experience:	At least 3 years work experience managing or team leading project(s), preferably in humanitarian agencies with a bias towards emergency food aid.
Job Location:	Kapoeta North and Kapoeta South, Eastern Equatoria State, South Sudan
Direct Supervisor:	Food Security and Livelihoods Adviser
Immediate Subordinates:	Commodity Officer, Nutrition and Gender Assistant, SF Supervisor, CTS/Logistics Officer, and Field Cashier
Date of Posting	10/03/2020
Closing date	25/03/2020

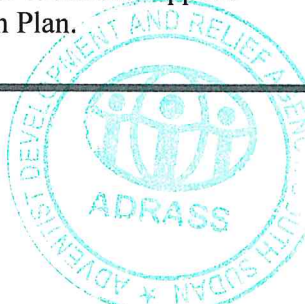
Job Summary: The Project Manager is responsible for managing the operations and functions of **General Food Distribution(+), School Feeding Program and Blanket Supplementary Feeding** in Kapoeta North and Kapoeta South Counties of Eastern Equatoria State of South Sudan. This is a Middle level management role to ensure that ADRA's Food Security programming including designing, implementation, monitoring, reporting and accountability standards are maintained with quality while providing necessary leadership, technical assistance and capacity building for the staff. The Project manager will work as a counterpart to his/her Supervisor, the Food Security and Livelihoods Advisor.

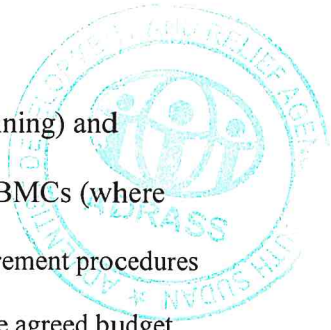
Areas of focus include planning, implementation, logistics, reporting and accountability, of the commodity program including non-food items (NFI) where there may be need.

The Project Manager will also support in coordinating with the donor, government, other humanitarian players and any other relevant stakeholder in the Food Security sector at State and County levels.

Duties & Responsibilities:

1. Work with Commodity Officers, Supervisors, Commodity Tracking Systems Officer, Nutrition and Gender Assistant and Food Monitors to ensure the smooth and efficient operations of the Project. At the same note, ensure that the program team has a clear understanding and capacity to fully perform their duties for the project by offering adequate technical support.
2. Produce and manage a shared Detailed Implementation Plan.



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3. Carryout Community consultation meetings (such as Community action planning) and produce agreed and documented Community Action Plans.
 4. Ensure that Community based Project Management Committees (PMCs) or BMCs (where applicable) are in place, trained and functional.
 5. Work with Logistics and CTS Officer and Field Cashier in following ADRA procurement procedures to ensure that project supplies, and needs are procured in time.
 6. As a budget holder, monitor expenditure and approve it in line with the FLA and the agreed budget.
 7. Work with staff and counterparts in the identification of needs, program design and planning for appropriate Food Security and Livelihoods responses.
 8. Assist in proposal development for Food Security projects and any other as may be required.
 9. Calculate monthly food requirements and prepare distribution plans and food delivery plans that are submitted to WFP as agreed. Closely follow up the implementation of these plans.
 10. Work with the relevant WFP personnel to ensure timely and correct delivery of commodities to the FDPs for timely distributions.
 11. Attend coordination meetings at WFP and actively represent ADRA in any Food Security coordination or cluster meetings at State and Country levels.
 12. Ensure that all food received at all distribution points gets to the correct beneficiaries in the correct quantities and that all is accounted for.
 13. Ensure that all reports are ready by their due dates whether weekly, monthly, quarterly and end of project and are submitted to the FSL Advisor, MEAL Manager and the Donor as per given timeline, working with the Commodity Tracking Systems Officer to do so.
 14. Hold monthly post distribution lessons learnt meetings with staff to identify problems, receive / provide feedback to improve the way ADRA handles and accounts for distributions.
 15. Raise awareness and ensure that ADRA policies are adhered to by staff and relevant stakeholders.

Performance Indicators:

1. Meet at least 80% of project work plan indicators.
2. Complete at least 80% of planned field activities.
3. Ensure timely submission of all reports.
4. Ensure budget expenditure is not over or under utilized
5. Time management
6. Team work and developing staff.
7. Interpersonal and communication skills.
8. 100% coordination meetings are attended.

Other Valued Criteria:

1. Willingness and flexibility to work as the leader of a team.
2. Willingness to work in circumstances with limited comfort.
3. Social and cultural understanding.
4. Computer literate with good working knowledge of word processing, PowerPoint, Excel spreadsheets and email software programs. .
5. Fluence in spoken and written English required.
6. Excellent written and verbal communication and interpersonal skills.
7. Planning and organizing.
8. Technical and analytical skills

How to Apply:

All application shall be addressed to HR Units – ADRA South Sudan P. O. Box 247 Juba C/O SDA Compound in Munuki. A CV of 4 pages less coupled with a one cover letter is acceptable Electronic applications must be send to jobs@adrasouthsudan.org

