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Approved
MOL HQ
18
105-2021

JOB ADVERTISEMENT

MULTI-SECTOR PROJECT MANAGER

Duty station: **ABUROC**

Number of positions: One (1)

Basic Salary: **1759 USD.**



Date Issued: **18/05/2021**

Category: **National Staff Posting**

I. Presentation of organisation:

SOLIDARITES INTERNATIONAL is an international humanitarian organization which provides aid and assistance to victims of war or natural disaster. For 40 years in actions Solidarites International have focussed on meeting three vital needs; water, food and shelter. Solidarites International has been present in South Sudan since October 2006 and the mission currently consists of both emergency and post emergency programs.

1. Objectives:

- The Project Manager is in charge of implementing and achieving the objectives defined in the operation proposals.
- She/he is in charge of supervising the operational teams allocated to his/her program.
- She/he guarantees the proper execution and the quality of the implemented program and, if applicable, suggests adjustments or developments to ensure its relevance.

2. Project relevance, quality and design :

- Contribute to establishing assessments
- Contribute to define Solidarités International's local strategy and contribute to the annual programming by proposing new activities
- Organize and facilitate evaluation missions
- Propose a technical approach and a financial, human and logistical scope for programs to be implemented
- Write the technical annexes and chapters (including the logical framework) for the proposals and reports
- Implement activities in compliance with the annual operational strategy, Solidarités International's technical requirements and the financial donors' criteria
- Evaluate the relevance of the activities carried out, as well as the effectiveness of the interventions and their appropriateness with respect to contextual developments and the populations' needs
- Propose adjustments to the programs, if necessary
- Ensure that the programs under his/her supervision achieve the required results
- Ensure that program objectives meet sustainability requirements and, if required, compliance with established norms and standards
- Participate in building the teams' abilities with respect to techniques or new methodologies

3. Implementation and operational monitoring :

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- Plan project activities (hiring, purchasing, etc.) in the light of established objectives
- Develop and use the project management, monitoring and evaluation tools for all activities, particularly the planning and monitoring timeline
- Propose and implement quality criteria and monitoring indicators for all activities of the implemented programs
- Ensure implementation of required quality criteria related to Accountability to Affected Populations (AAP) and protection
- Closely work with logistics department to anticipate and plan all needed procurements in order to avoid any delays in the implementation
- Plan and supervise the programs implementation he/she is in charge of, being sure to meet deadlines and adhere to predefined technical specifications
- Supervise and provide support for the project supervisor; monitor and evaluate the implemented activities
- Anticipate any issues linked to carrying out the activities and help to resolve any problems related to their implementation.
- Suggest any adjustments to be made to the programs depending on contextual and indicator developments
- Working closely with the administrative department, contribute to developing budgets relative to his/her program and monitor expenses and budget forecasts. Update OFUs on a monthly basis within the deadlines in place at mission level.

4. Capitalization :

- Use the capitalization tools proposed by Solidarités International
- Participate in the centralization and distribution of procedures, guides and tools linked to the FSL and WASH activities
- Capitalize on intervention methods and techniques and on the experiences acquired by Solidarités and other participants in the FSL and WASH activities
- Write procurement and handover reports before the end of his/her contract and send it to the appropriate persons on the mission and at headquarters

5. Personnel management :

- Participate in validating the recruitment of national technical staff for activities
- Define the prerequisites for opened positions together with the administrative department
- Identify and pass on any training needs program teams
- Set up technical training depending on operational needs and identified training requirements
- Manage and support the team under his/her responsibility
- Lead work groups and thematic meetings
- Evaluate and assess the performance of staff under her/his direct supervision
- Ensure adherence to security regulations by personnel under her/his supervision

6. Reporting / Communication :

- Write activity reports and any annexes needed for donor reports and/or amendments
- Ensure that all reports are delivered on time and in the correct format
- Reply to headquarter information requests regarding specific needs
- Participate in weekly meetings with Senior Management Team in order to provide updates and request support from coordination



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- Maintain a local operational communication network and positive relations with the local/governmental authorities, donor representatives, UN and other international agencies in cooperation with the Program Manager and Program Coordinator
- Represent SI on request and/or delegation

The list here above is not exhaustive, and you could be requested to perform other tasks according to the need of your line manager.

5. III. Preferred Skills:

- Minimum University Degree in Agricultural studies, Veterinary Medicine or other related fields
- Written and spoken fluency in English is mandatory, fluency in Arabic is preferred
- 3 to 4 years' previous experience working in a similar position
- must be perceptive, communicate well with others
- Must be a System Integration professional with excellent skills in management and training
- Possess remarkable ability of oral and written communications
- good knowledge all MS Office programs (Word, Excel, Power Point)
- must be able and willing to travel to field locations in Western Bahr el Ghazal, Upper Nile, Jonglei and Central Equatoria

7. Line manager: Field Coordinator
Under the functional authority of : **Program Coordinator**

Contract: fixed-term contract of 6 months, extendable Subject to performance and Fundings.

Working hours: From Monday to Friday 8:00-17:00. As an executive job, some flexibility can be expected from the employee.

Please submit your application (CV, cover letter, photocopies of diplomas, certificates of employment etc....) to **Solidarités International office** in Hai Cinema in Juba, SI Office in Aburoc, & SI office in Raja.

You can asl well send your application on the below email address;

Juba.adm.recruitment@solidarites-southsudan.org

Please note that Solidarités International keeps all applications. Files will not be returned to applicants at the end of the recruitment process.

Deadline for submitting applications is: 4/06/2021. Due to the Emergency nature of the position, app,ucations will be checked on a rolling basis. Any application sent after this date will not be considered.

Women with the required qualifications are highly encouraged to Apply. Only qualified applicants will be contacted.



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