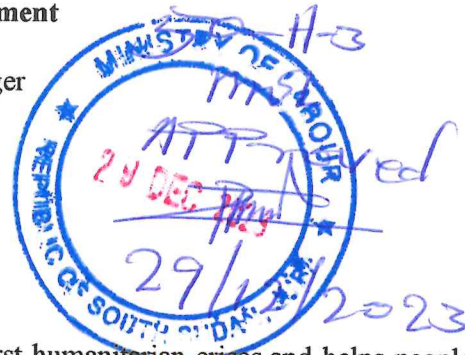




Vacancy Announcement

Job Title: Field Manager
Band / Level / Grade: 7A
Department: Operations
Location: TBD
Overtime Eligible: Exempt
(per local law)



The International Rescue Committee responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, IRC offers life-saving care and life-changing assistance to People whose lives and livelihoods are shattered conflict and disasters. At work today in more than 40 countries and in 22 U.S. cities, IRC restores safety, dignity and hope to millions who are uprooted by conflict or disaster. IRC leads the way from harm to home.

Contextual Background

IRC began working in South Sudan in 1989. South Sudan declared independence in July 2011 following decades of brutal civil war. The security situation remains fragile and significant operational challenges are evident. IRC-South Sudan operates a country office in Juba, field offices in Lakes, Unity, Northern Bahr el Ghazal, Unity, Upper Nile and Central Equatoria states. Currently, IRC South Sudan implements programs in primary health care, community case management, environmental health, women's protection and empowerment, protection and access to justice and livelihoods.

Job Overview/Summary

The Field Manager is a member of the Country Program's Country Management Team (CMT) and will provide leadership and day to day management of IRC's multimillion USD and multi sector programs in Selected field Office in South Sudan. The Field Manager will be responsible for overseeing the smooth running of IRC's Selected base including supervision of operations Staff. S/he will serve as focal point for staff duty of care, safety, security, and access. The incumbent will also lead on external representation at Rumbek level, ensuring a high-level visibility and acceptance of IRC operation and staff.

Major Responsibilities

Operations & Program management (planning, implementation & future development)

- Under the leadership of Deputy Director Operations and in close coordination with Technical Coordinators, ensure timely planning, implementation and follow up of IRC's multi sector programming within their jurisdiction.
- Monitor the progress of projects against work plans and budgets and provide appropriate support to managers and other program staff to ensure that work plans are adjusted as needed, targets are met, and budgets are spent in compliance with IRC internal and donor policies and procedures.
- Provide procurement and spending planning support to sector coordinators and field staff (both program and support), in close coordination with the Deputy Director Operations, Deputy Director Programs and Deputy Director Finance.
- Provide support to Technical Coordinators and M&E coordinator to develop and implement Monitoring, Evaluation, Accountability and Learning (MEAL) action plans.
- Provide support to Deputy Director Operations and Technical Coordinators in preparing various reports for submission to internal and external stakeholders including government counterparts and donors.
- Identify risk areas to delivery of projects and coordinate solutions and mitigation measures in a timely manner.
- Keep abreast of the specific local context, needs, gaps and constraints to anticipate issues that may affect program implementation, recommending appropriate adjustments as needed and roll out timely actions.
- Contribute in business development including expansion of IRC's program (both sectors and geography) aligned with needs, IRC's Strategic Action Plan (SAP) and sector priorities & guideline.

Leadership and Staff Management

- Under the supervision of Deputy Director Operations and close coordination with program Managers, lead the IRC team of national and international staff operating from the selected field office.
- Ensure performance objectives and key performance indicators are established and regularly reviewed for direct reports.

February 2022



- Provide regular constructive feedback to direct reports and support direct reports in performance management of their team members.
- Under the guidance of Deputy Director Operations, promote appropriate norms and establish necessary measures that makes IRC office a safe and healthy working environment for both female and male staff.
- Ensure that a capacity building plan is in place for national staff and support nationalization efforts as necessary and where relevant.

Base Management

- In close coordination with Deputy Director operations, ensure smooth functioning of IRC's selected field Office that includes but not limited to day-to-day office administration and management.
- In close coordination and with technical support of Deputy Director Operations, ensure effective management of all supply chain functions in the field office including procurement, fleet, and warehouse, maintaining oversight of the coordination, planning and procurement of essential central services, managing contractors etc.
- Under the guidance of Deputy Director Operations and in close coordination with Safety, access & Security Coordinator, act as IRC's focal point for duty of care, safety and security of IRC staff, premises, and assets.
- Ensure compliance of IRC policies and practice respect to PSEA, safeguarding, code of conduct, safety and security, anti-harassment, and other relevant policies and procedures.
- Provide support to Deputy Director Operations for the identification of new initiatives and needs for the field ideal functioning.
- Ensure base compliance of IRC financial, supply chain, HR, and operational standard operating procedures.

External Representation & Coordination

- Represent and promote IRC with local authorities and coordination bodies in the field to ensure a high level of recognition and acceptance of IRC programming with State governments/local authorities, RRC, host community and displaced persons.
- Engage with relevant national and international actors and manage IRC's participation in relevant local level coordination platforms and meetings as needed, to support coordination, acceptance, access issues etc.
- Liaise with local authorities and relevant actors to secure timely authorizations and clearances as required.

Key Working Relationships Position Reports to: Deputy Director Operations

Indirect/Technical Reporting: All country program technical coordinators and SMT

Position directly Supervises: Operations Staff and field Program Managers

Work Experience:

Minimum 5 years' experience in coordinating, implementing, and managing Field Offices in humanitarian and/or refugee settings. Previous experience in a similar context is an asset.

Demonstrated Technical Skills:

- Ability to analyze context, conduct assessments and manage program implementation in an insecure, volatile country.
- Experience of running Operations in an emergency setting is a strong asset.
- Significant experience in contributing to designing high-quality programs and proposal development.

Demonstrated Managerial/Leadership Competencies:

- Good finance literacy (ability to draft and managing budgets, forecast and manage expenses)
- Demonstrable experience as a strong facilitator capable of creating a participatory environment.
- Experience designing and facilitating training and capacity-building exercises.
- Flexible work attitude; effective planning and organizing skills.
- Strong communication skills, with excellent written and spoken English.
- Ability to work under pressure in a very fast paced environment and with heavy workloads.

Languages:

Fluent in English

February 2022



Computer/Other Tech Requirements:

Good computer skills: MS Word, Excel, and email/internet software.

WORKING ENVIRONMENT: Security level orange: The situation in the country remains tense and unpredictable; concerns include criminality, presence of armed troops, and looting. There is active conflict in many parts of the country and a possibility for further expansion of the conflict and violence into other areas and states.

The position is to be based in site TBD contingent to funding. All IRC field offices housing is more basic, i.e., in separate semi-permanent shared facilities - with electricity, internet and cable TV, latrines and showers. Food is the individual's responsibility. Movements are restricted and a curfew is in place.

The IRC Core Values and Commitments:

Standards of Professional Conduct: The IRC and IRC workers must adhere to the values and principles outlined in IRC Way Standards for Professional Conduct. These are Integrity, Service, Accountability and Equality. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

Safeguarding policy: The IRC has a zero-tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors, and implementing partners. Safeguarding at the IRC is an integral to the organizational values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuse, and harassment of any person linked to the program by both its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.

Narrowing the Gender Gap: The International Rescue Committee is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including a flexible hour (when possible), maternity leave, transportation support, and gender-sensitive security protocols.

Equal Opportunity Employer: IRC is an Equal Opportunity Employer. IRC considers all applicants because of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable laws.

How to apply:

Interested applicants should submit a CV with 3 references and a copy of their national ID to Human Resources Juba IRC Country Head Office-Located in Goshen House 2nd floor or you can e-mail applications to SS-HR@Rescue.org not later than 19th January 2024 @ 4:30pm.

NOTE: Only shortlisted candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC.

CLEARLY LABEL YOUR APPLICATION, FIELD MANAGER - TBD

“WOMEN, MINORTITIES AND PEOPLE LIVINING WITH DISABILITIES ARE ENCOURAGED TO APPLY”.



February 2022