



## JOB ADVERT

<b>Job Title:</b>	Project Manager
<b>Qualification:</b>	Master's degree in Education, social sciences or related fields in management, development studies; or a bachelor degree with equivalent practical experience on the issues.
<b>Experience:</b>	At least 5 years' experience in Education Project Management in South Sudan or in a similar context of challenging working environment
<b>Job Location:</b>	Juba, with frequent travels to EES & Upper Nile States
<b>Project Locations</b>	Maiwut and Nasir Counties in Upper Nile, Terekeka in Central Equatoria, Budi, Kapoeta North and Kapoeta South in Eastern Equatoria States, South Sudan
<b>Key Relationships and management responsibilities:</b>	Education Technical Advisor, Civil Society Manager, MEAL Manager, GESI Officers, Project Accountant & Education Officers.
<b>Contract Duration:</b>	1 year with possibility of extension dependent on performance
<b>Reporting to:</b>	Education Technical Advisor

**Closing date:** 7<sup>th</sup> June, 2024 at 5:00pm South Sudan time

**Introduction:** The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is “**To serve humanity so all may live as God intended**”. ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan's thematic areas are health, education, food security and livelihood and emergency response.

**ADRA's Motto:** *Justice. Compassion. Love*

**ADRA's Values:** *Courageous. Compassionate. Connected*

### **THE ASPIRE PROJECT**

The ASPIRE project aims to bridge education gaps for 47,018 children and youth and enhance resilience through partnerships with civil society and system level support in South Sudan. It is responsive to issues arising from conflicts, insecurity, gender inequality, poverty, climate change, food insecurity, youth unemployment, high out-of-school and dropout rates, and low teaching quality, and contributes towards building peaceful, resilient, and prosperous communities in Central Equatoria, Eastern Equatoria and Upper Nile States.

Goal: The ASPIRE project goal is that *inclusive education supported by strengthened civil society and delivered through strengthened institutions contributes to building peaceful, resilient, and prosperous communities.*

The ASPIRE project has four (4) main components



- Inclusive access to quality education
- Livelihood and food security in education including climate smart agriculture
- Advocacy and civil society strengthening on issues of education
- Partnership and collaboration with various stakeholders



The project manager therefore will contribute to these key components ensuring that s/he establish a team to work with communities to achieve these outcomes. ADRA South Sudan seeks a professional dynamic, solutions-driven, results-oriented, motivated candidate to fill the position of the ASPIRE Project Manager to oversee and lead the implementation of this 5-years project in Central Equatoria, Eastern Equatoria and Upper Nile states.

### **JOB PURPOSE**

The ASPIRE Project Manager is responsible for planning, overseeing and leading projects from initiation through to completion. ADRA South Sudan is looking for a dynamic candidate to develop and oversee the implementation of the ASPIRE implementation strategy. This is a senior role at an organization and requires interaction with a range of internal and external stakeholders, most often managing several components of project parts simultaneously. The main responsibilities of the job holder are described below.

### **ROLES AND RESPONSIBILITIES:**

The ASPIRE Project Manager is an essential driver for the success of this project. S/he is responsible to lead, plan, oversee and manage its implementation from inception to completion. The key roles and responsibilities are described below.

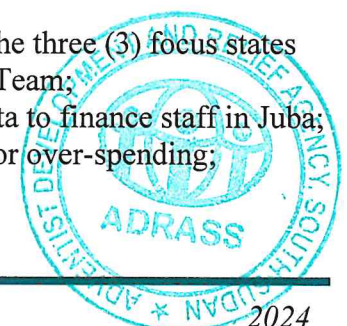
#### **1. Project Planning and Implementation**

The ASPIRE project manager's primary responsibility is to plan the project comprehensively. This involves defining the project's scope, objectives, and deliverables in consultation with stakeholders. The manager then develops a project plan that outlines the tasks, schedules, budgets, resources, and milestones needed to achieve the project goals.

- Lead and manage the design and implementation of activities in the focus states in accordance with ASPIRE project obligations and in fulfilment of ADRA's organizational and country educational strategies;
- Lead in ensuring effective planning, monitoring, and reporting for project activities undertaken in the focus states;
- Remain updated on the context in the focus states and ensure that project activities remain relevant and responsive to the context;
- Provide technical expertise to staff as relevant and/or assist in ensuring that the correct technical expertise is available to staff.

#### **2. Resource and Budget Management**

- Ensure compliance ADRA Norway and South Sudan financial policies and procedures, and Norad regulations;
- Ensure all accounting and finance functions relating to the work in the three (3) focus states are complied with by staff and partners, working with the Finance Team;
- Ensure submission of timely, accurate financial reports and other data to finance staff in Juba;
- As the Budget Holder, manage the assigned budget to avoid under- or over-spending;
- Undertake timely and accurate budgeting and forecasting.



- Monitor and support the performance of staff on the basis of ADRA performance management system;
- Identify specific professional development opportunities for staff and provide mentoring and external training opportunities; and other skills development support as required;
- Manage and ensure implementation of safety and security plans for each of the focus states, ensuring regular staff briefings and training, together with the Country Director and Education Coordinator.

### **3. Maintain collaboration, communication and partnership**

- Lead on regular communications and consultations with other South Sudan staff working in different states on the same/similar issues or in Juba on policy, advocacy, and communications;
- Identify opportunities for advocacy and policy work in South Sudan and internationally, drawing on work in the focus states, as well as the national and state-level advocacy strategies;
- Working closely with the MEAL Manager, ensure that project activities and outcomes are well- documented and that analysis and reports are shared with the rest of the project team, and the organization more widely as relevant.
- Maintain good relationships and regular contacts with: project implementing partners; the Government of the Republic of South Sudan (GoSS), particularly state-level and local government officials and representatives from the stakeholders working in the focus states; and civil society organizations, who ADRA works with and/or support in the three states;
- Ensure effective management of any formal partnerships between ADRA and government, civil society, and international partners as part of programme implementation at the focus state level;
- Represent ADRA in relevant high-level and coordination meetings at the county, state and national level where necessary;

## **PERSON SPECIFICATION**

### **Knowledge, experience and skills**

- Experience of managing staff in a multi-cultural and multi-functional team, sometimes remotely.
- Financial management experience including overseeing financial procedures, budget management and donor reporting
- Good knowledge of South Sudan and/or the region
- Experience in managing multiple grants and project components
- Experience in working with and through local partner NGOs / CSOs, Government institutions/representatives, including building internal and external capacity
- Excellent writing and communication skills
- Experience in managing security systems and procedures

### **PERFORMANCE INDICATORS:**

- Meet at least 80% of project work plan indicators.
- Complete at least 80% of planned field activities.
- Ensure timely submission of all sites reports.
- Time management
- Skills transferred to the other staff and gained skills from other colleagues



## INSTRUCTIONS FOR APPLICATIONS:

Interested candidates who meet the above qualification and experience for this position, can submit their application and copies of academic credentials together with Employment application form addressed to; [jobs@adrasouthsudan.org](mailto:jobs@adrasouthsudan.org).

copying The Education Advisor at [sebit@adrasouthsudan.org](mailto:sebit@adrasouthsudan.org) or hand deliver to ADRA South Sudan Office located at the Seventh-Day Adventist Church Compound, Kuwait Estate Road along Munuki Bilpham Road. Due to the urgency of the position, shortlist will be done on a rolling basis. Qualified female South Sudanese nationals are highly encouraged to apply.

## STANDARDS OF PROFESSIONAL CONDUCT:

- *ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.*
- *ADRA South Sudan is an equal-opportunity employer; women are highly encouraged to apply for this position.*

