



# COMMUNITY INITIATIVE DEVELOPMENT ASSOCIATION CIDA - SOUTH SUDAN

JOB VACCANCY ADVERTISEMENT

27 July 2023

Position Title	Head Of Programme
Location	Juba Head Office
Supervisor	Executive Director
Opening Date	27 <sup>th</sup> July 2023
Deadline Date For Submission	27 <sup>th</sup> August, 2023

50.4.3  
Approved  
S.M.  
27/7/2023

## BACKGROUND:

Community Initiative Development Association (CIDA) is an independent non-government organization, dedicated to advancing the rights of marginalized communities, with a particular focus on gender equality and building resilience communities. Founded in 2016 by young and likeminded South Sudanese nationals who are highly experienced, with diverse professional fields of competencies and have local knowledge and context of fragile South Sudan. The organization provides a range of services and programs including fights against poverty, building resilience, reduction of inequality, social protection, human rights advocacy, Peace building, Promote equality education, food security and livelihood for communities affected by climate-related hazards, conflicts and natural disasters.

**Vision:** We envision inclusive society that is socially, peacefully and economically empowered. CIDA believes that the recognition of human rights contributes to the well-being of everyone in the society, with shared value.

**Mission:** We seeks to build and sustains local capacity of marginalized communities to participate strongly to advance gender equality, fight against poverty by building sustainable resilience, protecting the environment and human rights, while reducing social injustice.

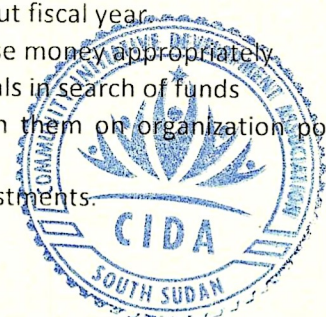
**VALUE System** CIDA's conduct is inspired by the maximum **integrity** and **honesty** in all circumstances and areas in which it intervenes, both in institutional relations and societal responses

## JOB DESCRIPTION:

The Head of Programmes is Senior Level Management position, and the selected candidate will become a member of CIDA leadership Team (CLT). The position holder will oversee the coordination and administration of all aspects of Programmes and programming including planning, organizing, staffing, leading, and controlling Programmes activities.

## OBJECTIVES/ PURPOSES OF POSITION

- To create and supervise programs.
- Plan and launch fundraising events to support programs.
- Revise budgets and ensure the budget is adhered throughout fiscal year.
- To ensure easy Management of large donations and disburse money appropriately.
- Coordinate all activities of program and write grant proposals in search of funds
- To assist in the recruitment of Programme staff and train them on organization policies, programming and management.
- To effectively monitor results of the program and plan adjustments.
- To ensure compliance with all government relations.



## Primary Duties and Responsibilities

The Head of Programmes performs a wide range of duties inter alia the following

### (i) **Plan the Programmes**

- Plan the delivery of the overall program and its activities in accordance with the mission and the goal the organization.
- Develop new initiatives to support the strategic direction of the organization.
- Develop and implement long-term goals and objectives to achieve the successful outcome of the program.
- Develop an annual budget and operating plan to support the program.
- Develop a program evaluation framework to assess the strengths of the program and to identify areas for improvement.
- Develop funding proposals for Programme to ensure the continuous delivery of services and fulfillment of CIDA Vision and Mission.

### (ii) **Organize the Programmes**

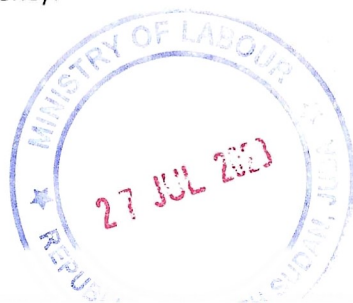
- Ensure that the program activities operate within the policies and procedures of the organization.
- Ensure that program activities comply with all relevant legislation and professional standards.
- Develop forms and records to document program activities.
- Oversee the collection and maintenance of records on the clients of the program for statistical purposes according to the confidentiality/ privacy policy of the organization.

### (iii) **Staff the Programmes**

- In consultation with the Executive Director, recruit, interview and select well-qualified program staff.
- Implement the human resources policies, procedures and practices of the organization.
- Ensure that personnel files for the program are properly maintained and kept confidential.
- Establish and implement a performance management process for all program staff
- Engage volunteers for appropriate program activities using established volunteer management practices.

### (iv) **Lead the Programmes**

- Ensure all staff members receive orientation and appropriate training in accordance with organizational standards.
- Supervise program staff by providing direction, input and feedback.
- Communicate with clients and other stakeholders to gain community support for the support for the program and to solicit input to improve the program.
- Liaise with other managers to ensure the effective and efficient program delivery.
- Coordinate the delivery of services among different program activities to increase effectiveness and efficiency.



(v) **Control the Programmes**

- Write timely reports on the program for management and for funders.
- Communicate with funders as outlined in the funding agreements.
- Ensure that the program operate within the approved budget.
- Monitor and approve all budgeted program expenditures.
- Monitor cash flow projections and report actual cash flow and variance to the Executive Director on a regular basis (monthly/bimonthly)
- Manage all project funds according to established accounting policies and procedures.
- Ensure that all financial records for the program are up to date.
- Ensure financial reports and supporting documentation for funders are prepared as outlined in funding agreements.
- Provide required information to have invoices generated and submitted to funders according to the established timelines.
- Identify and evaluate the risks associated with program activities and take appropriate action to control the risks.
- Monitor the program activities on a regular basis and conduct an annual evaluation according to the program evaluation framework.
- Report evaluation findings to the Executive Director and recommend changes to enhance the program, as appropriate.
- Visit all CIDA locations regularly throughout the year for the purpose of gathering information to write Programme reports.
- Build the capacity of CIDA Programme staff (project officers and managers) to initiate, plan/design, implement and manage, evaluate and close their projects (including M & E and reporting).
- Be a team player; support CIDA Programmes, locations and staff in pursuit of CIDA' Vision.
- Contribute and help to develop CIDA strategy by providing useful feedback and making constructive suggestions to the Executive Director.
- Member of the CIDA Leadership Team (CLT)
- Present and keep the Board updated through the ED on all Programmes.

RELATIONSHIPS:

(i) Within CIDA

Maintain a cordial relationship with all staff as guided by the established lines of communication.

(ii) Outside CIDA

Build positive working relationships with government, local communities, UN, NGOs, at the project level in support of an effective and efficient programmatic function.

(iii) With beneficiaries

Ability to maintain strong relationship with both the donors and beneficiaries.



## **PERSONAL SPECIFICATION**

### **QUALIFICATION & EXPERIENCE REQUIRED:**

- University master's degree from a recognized institution in social sciences, Project Management, Natural science or humanities and any other related subject areas.
- Candidate should have three (3) year working experience in related field of the job position.

### **PERSONAL SKILL/ ATTRIBUTES REQUIRED:**

- Good knowledge of project management principles
- Complex problem solving –identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Critical thinking –using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision making- considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Systems Evaluation- identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goal of the system.
- Practical understanding of project cycle management.
- Good analytical and problem- solving skills
- Excellent inter- personal, communication and negotiation skills.
- Ability to tolerate and accommodate people with diverse backgrounds at workplace.
- Meticulous, with good attention to detail.
- Good planning, analytical and organizational skills
- Confident making important decisions.
- Ability to cope with the pressure of demanding targets and tight deadlines.
- Tact and diplomacy
- High level of integrity

### **LANGUAGE REQUIREMENTS:**

English (Knowledge of Juba Arabic is an added advantage)

### **HOW TO APPLY:**

#### **Qualified women are strongly encouraged to apply.**

Applicants that meet the above requirements can send their soft or hard copies of Updated Curriculum Vitae (CV), Nationality Certificate, and Cover letter to Email: [HRcidasouthsudan@gmail.com](mailto:HRcidasouthsudan@gmail.com)

The recruitment and filling of these vacancies is subject to the approval of funds from the donor.

*CIDA has zero tolerance on all forms of abuses including sexual exploitation, sexual abuse, human trafficking, child abuse, child labour, discrimination, and fraud & corruption. All concerns and complaints regarding safeguarding will be rigorously identified, reported, and investigated. Any pending SEA allegation or abuse will lead to disqualification or termination of contract. CIDA does not charge any fee at every stage of recruitment.*

**NB: Only shortlisted candidates will be contacted**

