

ADVERTISEMENT-VACANCY ANNOUNCEMENT



Job Title:	Project Specialist
Job Location:	Juba
Reporting to:	Program Manager
Closing date:	25th November 2022 <i>Extended to 14/12/2022</i>

ACROSS is an Interdenominational Church base organization which strives to provide humanitarian assistance (including emergency/relief, rehabilitation and development work) to local communities, internally displaced persons, refugees and other vulnerable communities to enable them to realize their purpose and value. ACROSS is looking for a competent qualified person for the position of Project specialist (PS).

POSITION SUMMARY:

Under the general supervision of the Program Manager, the Project Specialist will perform Program support functions, monitoring, reporting, and administrative services of moderate scope with a leeway to exercise independent judgment over program activities. More specifically, the Project specialist will provide a high level of coordination and support to Integrated Response project and other ACROSS projects but is not limited to: assisting with project activities/event planning, monitoring and implementation, staff management, procurement & financial/budget supervision, and coordinating development and dissemination of reports, records, travel and staff movements and facilitation of activities relating to IR Project; designing and developing databases to support IR project activities and other ACROSS projects.

SCOPE OF ROLE:

1. Support the Program Manager in the preparation of the program's work plans and budget, monitoring and ensuring the quality and timeliness of technical assistance to program staff and reporting on implementation of work plans.
2. Liaise directly with relevant sector heads for effective service delivery for the entire refugee program.
3. Assist the IR Program Manager and Head of Programs in development, writing, editing, finalization, and packaging of funding proposals.
4. Provide technical support, and training to program staff on program requirements through presentations and ongoing individual communication.

ACROSS
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JUBA-SOUTH SUDAN

5. Assist in reviewing budget periodically to ensure projects are staying within budget.
6. Monitor project budget in terms of expenditures according to the work plan.
7. Prepare documentation for Program discussions and briefing sessions as needs arise.
8. Serve as an information source on program policies, procedures, and Program administration guidelines.
9. Attends meetings, conferences and seminars regarding program issues.
10. Assist in responding to inquiries from internal and external sources about IR program and other ACROSS projects and provide partnership updates to IR staff, partners, and stakeholders.
11. Assist in generating routine project documentation including, but not limited to, project background information, short analysis pieces.
12. Assists in planning and scheduling international, national and ACROSS technical support services as per the agreed work plan and in reviewing progress made towards the work plan proposed as well as the stated objectives and results on a quarterly basis.
13. Assist ACROSS project managers in review and monitoring project activities for inputs, control plans and progress reports, financial and budgetary expenditures and commitments to ensure consistency with the approved plans.
14. Identify inconsistencies and problems, propose appropriate solutions in accordance with established operational guidelines and report to the supervisor for determination.
15. Arrange meetings on weekly and monthly basis on Program matters participate in the preparation of new or revised procedures and practices on Program related fields and prepare correspondences as required.
16. Maintain excellent relations and communications with ACROSS staff, partners and Government of South Sudan.
17. Provide administrative support to the IR Program Manager, which includes providing insight on administrative procedures. Draft and manage basic correspondence, i.e. cover letters, invitation letters and business letters.
18. Organize and maintain files and records necessary to ensure compliance with regulations of UNHCR and other ACROSS funding sources.
19. Assist in inducting new IR staff and other tasks as required by this office.
20. Participate as a member of procurement committee.
21. Undertake any task delegated by IR Program Manager.

QUALIFICATIONS, SKILLS AND COMPETENCES

Personal specification:



- You must be a born again, committed Christian
- Strong negotiation skills with capacity to act with tact and diplomacy.
- Proven ability to communicate effectively in different cultural/social environments.
- Ability to collaborate/communicate with all relevant stakeholders involved in refugee work
- Demonstrated organization and managerial skills.
- Understanding of African life and culture and willingness to learn about South Sudan
- Very high degree of flexibility.
- Excellent in MS applications, Power point, Excel, e-mail & internet

Required Qualifications and Experience

- Bachelor's degree in a relevant area such as International Development, Social Sciences, Communication, Business Administration and Management.
- Five years of progressive responsible program management or administrative experience, of which at least one year closely related to support of Programme activities.
- Experience in logistics, procurement and planning operational activities.
- Excellent ability to monitor on-the-ground activities and integrate beneficiary feedback into programming.

How to apply:

Interested candidates should submit their updated CV, Cover letter and written Christian testimony by email to recruitment@across-ssd.org by 25th November 2022. **Extended to 14/12/2022**

Kindly note the following:

- Only shortlisted candidates will be contacted.
- Nationality ID is a MUST
- Attach copies of all documents required (Academic, personal, CV, application & Christian testimony). Any application without these attachments will not be considered.
- Applications once received are NOT Returnable

