



JOB ADVERTISEMENT

ERRM ACTIVITY MANAGER

Duty station: **UPPER NILE STATE**

Number of positions: **One (1)**

Date Issued: **10/03/2023**

Date Closure: **29/3/2023**

Category: **C-1 1332 USD/Month**

Category: **Local Staff Posting**

Presentation of organisation:

SOLIDARITÉS INTERNATIONAL (SI) has been operating in South Sudan since 2006, conducting activities in emergency and post emergency context, particularly in rural and semi-urban areas, including IDP camp settings. Its expertise in running emergency WaSH intervention is highly acknowledged by all WaSH actors and donors. Furthermore, SI is implementing longer term WASH and FSL activities in multiple locations globally.

Objectives:

The *ERRM* activity manager is in charge of carrying out and accomplishing the objectives as defined in the operation proposals.

He/she is responsible for the supervision of the operational teams assigned to the *ERRM* activity but can be assigned the supervision of multisectoral activities as requested by his/her line manager.

He/she must ensure that the activities are well executed and deliver quality results, where appropriate, proposes adjustments or developments to ensure relevance.

The Activity Manager will work in challenging environments, deploying to remote areas anywhere in Greater Upper Nile at short notice, with basic living conditions and regularly operating outside of SI base.

He/she will share the principles and values of Solidarités International
JOB

Diagnostics and project conception

- Participate in the preparation and implementation of diagnostics
- Participate in the design and the financial sizing of the human and logistical resources needed to implement the programs
- In cooperation with his/her line manager, help draw up proposal budgets for the program parts



- Prepare the appendixes and technical chapters (of logical framework) of operation proposals
- Implement the activities in compliance with the annual operational strategy, SOLIDARITES International's technical requirements and donors' criteria
- Participate in the development of the ERRM team's capacity in regard to techniques or new methodologies
- Supervise initial field assessment and ensure comprehensive and qualitative data collection processes. He/She can be requested by his/her line manager to draft some needs analysis report.
- Liaise with his/her counterparts among consortium teams and ensure proper coordination with them from the start to the end of a deployment.

Implementation and operational follow-up

- Plan the activity(ies) with the support departments (Administration, logistics) according to the set objectives
- Always try to deliver activities within the shortest timeframe, as RRM activities are life-saving ones
- Assess the relevance of activities, the effectiveness of interventions, and their appropriateness in light of changing circumstances and the needs of populations
- Propose adjustments to programs if necessary
- Make sure the objectives for the activity(ies) under his/her responsibility are achieved
- Suggest and monitor indicators to track the achievements of the activity(ies) implemented
- Use SI management and monitoring tools;
- Plan and supervise the implementation of the activity(ies) under his/her responsibility
- Anticipate difficulties in the carrying out of the activity(ies) and facilitate problem solving. Report in advance any foreseen delays to his/her manager
- Suggest new activity directions in accordance with context and indicators
- In cooperation with his/her line manager, help budget forecasting and expenditures follow-up for the program parts
- In cooperation with his/her line manager, prepare purchase request and follow orders using the logistics service
- Ensure strong and continuous monitoring of community satisfaction and relevance of the activity implemented to tackle the needs.
- Report the state of decentralized inventory to the logistics department ("field" inventory)

Capitalization

- Write capitalization notes using SI/the consortium tools
- Prepare handover reports before the end of his/her employment contract and forward them to concerned parties in the mission and at headquarters
- Ensure diffusion of SI technical documentation to his/her team
- Support the Program manager in the implementation of lessons learned exercise.

HR management

- Support on the recruitment process of the national technical staff for his/her activity(ies)



- With the administrative department, define the prerequisites for the ERRM vacant positions and, if necessary, adapt the referent job profile.
- Welcome and brief new employees or volunteers working under his responsibility
- Implement training activities in accordance with ERRM operational requirements and the identified training needs.
- Serve as intermediary between Officers and PM
- Manage and support the team under his/her responsibility
- Conduct workshops and regular or ad hoc meetings
- Evaluate the performance of the members of his/her team(s)
- Identify team members' potential for advancement and communicate this information to the program manager
- Make sure his/her team(s) follow the safety rules

Reporting/communication/representation

- Share with the appropriate staffs any information on the security context and any event which may have consequences on SI activities and team safety
- Write regular reports concerning the progress of the activity(ies) under his/her responsibility
- Write reports and annexes concerning his/her activity(ies) for donor reports and/or amendment
- Ensure compliance with reporting deadlines and guidelines
- Communicate with field team concerning the progress and results of their activity(ies)
- Maintain a local operational communication network and positive relations with the local/governmental authorities, ERRM consortium members, donor representatives, UN and other international agencies in cooperation with the program manager and Program Coordinator
- Represent SI in meetings concerning ERRM activities or covering other sectors within his employment location as requested by his/her managers
- Represent SI on request and/or delegation
- Write the administrative documents to be signed (MOU, handover...) jointly with governmental authorities, communities or partners
- Regularly meet with the community representatives and ensure high satisfaction regarding the activities implemented by SI

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

ORG CHART POSITION (reporting and functional relationships)

Line Manager: ERRM PM

Preferred Skills:

- Experience in humanitarian work is mandatory
- Educational degree in humanitarian work and/or WaSH related topic is mandatory
- Proof of practical field experience with a minimum of 2 years
- Previous experience in working in Emergency response team is required



- Ability to communicate clearly to beneficiaries, local authorities etc..
- Knowledge of the local environment and the ability to adapt to challenging roles during the project implementation.
- Ability to write coherent project activity reports.
- Ability to implement surveys and assessment is mandatory,
- Ability to organize theoretical and practical training sessions,
- Good knowledge and experience of working with local communities, authorities and partner agencies mandatory,
- Good level of English (both written and spoken), Arabic
- Possess ability of oral and written report communications,
- Computer skills and knowledge of Microsoft programs (especially Word and Excel) is mandatory,
- Teamwork and team management,
- Stress management and flexibility,
- Diplomacy and problem-solving attitude,
- Rigor and organisation,

Contract: Fixed-term contract of 11 months

Working hours: **From Monday to Friday 7:30 AM-4:30 PM.** 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.) mentioning the position you are applying to at:

SOLIDARITES INTERNATIONAL OFFICES in Juba Office Hai Cinema (Near Kenyan embassy / Acted Office / Islamic relief Office), Malakal Humanitarian Hub & Kodok Humanitarian Hub.

You can as well send your application on the below emails :

(Subject of the email must mention clearly the position you are applying for)

juba.adm.recruitment@solidarites-southsudan.org

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

Deadline for submitting applications is: **29/3/2023** Any application sent after this date will not be considered.
Women with the required skills are highly encouraged to apply.

