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Approved by
Supervisor of Juba
21 Nov 2023
REPUBLIC OF SOUTH SUDAN
JUBA

ZOA Dorcas (ZD) South Sudan is a faith-based organization that was established in May 2022 as a result of the merger between ZOA and Dorcas in South Sudan. Both organizations were individually present in South Sudan for a long period (ZOA since 1998; Dorcas since 2008). Our complementary expertise and geographical coverage enable us to achieve more impact in reaching those most affected by crises. ZOA Dorcas supports communities affected by conflict and natural disasters in hard-to-reach areas in South Sudan. The organization has extensive experience and expertise in the following sectors and themes: Food Security and Livelihoods (FSL), WASH, Peacebuilding & Reconciliation (including socio-therapy) as well as TVET & Inclusive entrepreneurship. Localization (building institutional capacity of local partners), Cash & Voucher Assistance, Disability Inclusion and Women Empowerment are crosscutting themes (. ZOA Dorcas South Sudan is active in Western Bahr El Ghazal, Warrap, Northern Bahr El Ghazal and Jonglei State as well as Greater Pibor Administrative Area. ZOA Dorcas is looking for an English and Arabic-speaking South Sudanese, for the position of:

**CSSF Project Manager -Internal & External
Stationed in Bor
Start Date: As soon as position
Duration: One year, with possibility of extension depending on performance
and funding**

JOB PURPOSE

- In this position the incumbent will lead and manage a peacebuilding programme on gender transformation in Justice, Law and Order (JLO) Institutions in Jonglei State and Greater Pibor Administrative Area in South Sudan – running from November 2023 to March 2025. In this position, incumbent will be responsible for ensuring achievement of project objectives, oversee project staff based in different field locations, as well as the performance of a local partner. You will play a crucial role in coordinating and collaborating with government stakeholders (notably representatives of formal and informal JLO institutions), internal and external advisors, and humanitarian/development stakeholders amongst others. You will also represent the organisations externally in fora (e.g. cluster meetings/working groups) and – together with the programme manager other key programme staff – through regular meetings with the donor. Through the programme, you will facilitate gender/power analyses and gender audits with JLO institutions, facilitate the drafting of institutional action plans, organise lobby & advocacy (L&A) campaigns at national and state level, and facilitate trainings of JLO institutions amongst others, in partnership with a strong national L&A partner with the aim to improve inclusive service delivery and promote meaningful participation of women within the JLO sector. Your main duty station is Bor with frequent travel to Pibor and Juba. To qualify for this position, you must have sound knowledge of the functioning of both formal and informal Justice, Law and Order institutions in South Sudan, and have a strong background in Human Rights and Gender Transformative Programming. Affinity with outcome harvesting is considered a plus and knowledge of Jonglei State/GPAA is considered a plus.

Key Result Areas

- 1) Project Implementation
- 2) Team Leadership
- 3) Partnership Management & Capacity-building
- 4) Coordination

1) Project Implementation

- Ensure high-quality, full and timely implementation of the project in line with the project’s purpose, outcomes, outputs and activities.

- Review and prepare a detailed project implementation plan (PIP), monitoring and procurement plan; and regularly update these plans
- Ensure on time delivery and submission of good quality internal and external reports (activity, monthly and donor) that match donor requirements
- Collaborating with programme manager, the MEAL team and other relevant staff, to ensure and facilitate accurate monitoring and evaluating of the impact of the programme
- Manage the application of a monitoring system to track progress on project results and indicators; including through outcome harvesting (OH)
- Provide key advisory support and strategic oversight to ensure gender mainstreaming and transformation across the CSSF Project
- Organize capacity building sessions for JLO stakeholders including community sensitization
- Manage annual and monthly work planning, budgeting for the successful implementation of the programme
- Manage project budget to meet expected results, ensure cost-effective and appropriate use of donor funds
- Ensure conflict-sensitive programming
- Facilitate monitoring and evaluation of the project including attending / organizing review sessions with the donor

2. Team leadership/ supervise the project team:

- Provide overall supervision to the project implementing team
- Support supervisees develop objectives and conduct performance reviews
- Identify areas of capacity-building of staff and provide mentorship and guidance
- Provide technical capacity and advice in the areas of programming

3. Partnership Management and Capacity-building

- To facilitate partnership assessments where required and support drafting of capacity-development plans
- Manage the submission of implementing partner financial and narrative reports; help partners to establish reporting and tracking systems
- Provide technical support to partners' efforts and allow for capacity-building of ZOA Dorcas staff by the local partner notably in the areas of lobby and advocacy
- Organize and ensure monthly meetings with partners are held and minutes taken.
- Ensure partners adapt / adopt and maintain the feedback and complaints mechanism and lessons learnt are documented

4. Coordination

- Establish and maintain close working contacts with key national, state and local stakeholders from government, notably JLO institutions (State Ministry of Gender, Child and Social Welfare (MGCSW), Ministry of Justice, Police (notably special protection units), prisons and statutory/customary courts in targeted locations) civil society organizations and other relevant international actors to build up and strengthen strategic alliances and partnerships on gender and rule of law -
- Identify and build partnerships within the context of the rule of law programme to promote implementation of the programme
- Facilitate and lead on internal and external consultancies
- Monitor trends and issues affecting women and girls in the state
- Knowledge management, including developing guidance on aspects of women's access to justice in post-conflict settings for dissemination and use in the South Sudan context

5, Fundraising

- Provide input in concept notes and proposals as assigned by ZOA Dorcas Management



- Provide updates / situation reports on the rule of law to facilitate development of concept notes / proposals
- Provide technical support for advocacy and knowledge building and management:

Required Skills and Experience

Education:

- Master's Degree in Gender Studies, / Law/Human Rights, preferably with a specialization in Gender and Peacebuilding. Other educational background within social and political science may be accepted provided the candidate has demonstrated experience within human rights, justice and gender.

Experience:

- Minimum 5 years' experience in project management, with a focus on gender, rule of law, human rights, JLO institutions, with a demonstrated ability to promote changes
- Technical expertise and experience in project design and implementation in the areas of rule of law (especially ministry, formal and informal justice actors, police,) from a gender perspective is required
- Proven ability to advocate and provide policy change, and institutional capacity-building in rule of law areas and with government stakeholders
- Experience within South Sudan is required. Relevant experience within Jonglei State and GPAA is considered an asset.
- Demonstrated ability to remain calm and professional under stress, and to strengthen capacity of staff and counterparts in a multi-cultural settings
- Excellent communication skills required

Language:

- Fluency in English (oral and written) is required; knowledge of Juba Arabic and other local languages spoken in the areas of operation is considered an asset.

Competencies:

Integrity:

- Demonstrate consistency in upholding and promoting ethics, integrity and the values of ZOA Dorcas in actions and decisions, in line with ZOA Dorcas Code Conduct and ZOA Dorcas Core Values.

Professionalism:

- Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work

Cultural Sensitivity and valuing diversity:

- Demonstrate an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrating an international outlook, appreciating difference in values and learning from cultural diversity
- Self-management and Emotional Intelligence:
- Stay composed and positive even in difficult moments, handle tense situations with diplomacy and tact, and have a consistent behaviour towards others

Other Competencies:

- Strong people management skills
- Substantive knowledge of rule of law
- Excellent communication skills



- Ability to lead strategic planning, program development and implementation, results based management and reporting
- Ability to build strong relationship with internal and external actors; cultivate productive relationships with donors, partners and other important institutions and individuals
- Ability to develop and maintain strong partnerships

What we offer

- Working environment with scope for professional and personal development;
- Being part of a professional, dedicated, motivated, and intercultural team;
- ZOA Dorcas offers a gender sensitive working environment;
- A competitive salary that takes into account the qualification and experience of the candidate.

How to apply

If you believe that your qualifications meet the requirement of the position above, kindly submit your application (including CV, academic credentials, copy of your Nationality ID, and contact details of 3 referees) by email to recruitment.southsudan.wau@zoadorcas.ngo or hard copies of your application to ZOA- Dorcas office in Juba, located at Nyakuron West, plot no. 85, Block G Two, Yei Road. Please indicate clearly the position you are applying for and duty station in the subject of your email and all application documents.

Closing date: 7th December 2023 at 5:00 PM
Only shortlisted candidates will be contacted.

Note:

This position is for South Sudanese Nationals ONLY.

ZOA Dorcas is an Equal Opportunity Employer. **For this position, women are specifically encouraged to apply.** Human dignity is central to our work, and we look for candidates that adhere to our core values: We are People Centered, Faithful and Serve with Integrity. ZOA Dorcas is committed to the protection of children and adults from (sexual) exploitation and abuse and has Zero Tolerance in case of breach of our code of conduct. ZOA Dorcas staff are expected to uphold these values and share our commitment. ZOA Dorcas will perform due diligence checks for this vacancy.

*All staff is required to sign and adhere to the ZOA-Dorcas Code of Conduct including Child Safeguarding (Following guidelines of PSEA-Project against Sexual Exploitation and Abuse).
Recruitment is subject to successful completion of all applicable background checks, including references and criminal record checks.*

