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 Approved by  
 Inspector of Labour  
 15/03/2023  
 M/LLS



## DR. PRISCILLA NYANNYANG EDUCATIONAL FOUNDATION (DPNEF)

### JOB ANNOUNCEMENT

<b>Job Title</b>	<b>Program Manager.</b>
<b>Department.</b>	<b>Programme:</b>
<b>Location</b>	<b>Juba, Central Equatoria state, with 10% filed visit.</b>
<b>Report to</b>	<b>Executive Director.</b>
<b>Duration</b>	<b>6 months with possible Extension.</b>
<b>Position Opened</b>	<b>South Sudanese Nationals Only.</b>

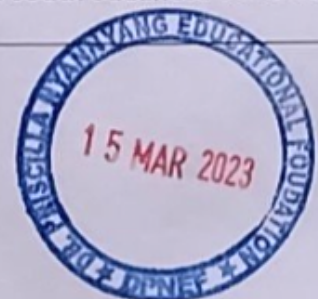
#### **A. Organizational Background**

Dr. Priscilla Nyannyang Educational Foundation is a national humanitarian organization, a non-Governmental and not for profit organization addressing the most urgent and pressing needs of the vulnerable communities in South Sudan. our cross-cutting efforts in promoting humanitarian relief, human rights, rule of law and good governance, more especially empowering women, and girls, DPNEF focuses on Education programs, preventing and alleviating suffering, disease, and hunger, and contributing to socio-economic development and sustainable environment, in areas where livestock, agriculture which could play an important role in improving peoples' livelihoods, food and nutrition security and resilience through education. DPNEF mainstreams and integrates cross-cutting issues such as environmental protection, gender equity, HIV / AIDs, and human protection in its program strategies through education. DPNEF integrates and applies the principles of Conflict Sensitivity, Do No Harm and Accountability to Affected Populations in its programming.

We partner with children, families, and their communities to reach their full potential by tackling the causes of poverty and injustice education in South Sudan and making sure that all children:

- enjoy good health and nutrition!
- are educated and prepared for life's challenges and opportunities.
- are protected from harm.
- are participating in the decisions that affect them and their communities.
- live in resilient families and communities with diversified livelihoods to be able to provide for their current and future needs.

<b>Vision</b>	Helping to find local solution to challenges and sowing the seeds of lasting changes. We recognize the importance of education, health service, and humanitarian response in alleviating the hardship of the ar. We aim for inclusive development, systematic changes, local ownership, and contextualized solution.
<b>Mission</b>	Our mission is to make a lasting difference in the lives of south Sudanese's and helping them in rebuilding the country in the future.





## Objectives of the Assignment

The primary purpose of Program manager (PM) position is to support, guide and oversee DPNEF's program(s) in their program development, monitoring and reporting of activities, strategic development, and exit/transition planning. The position entails significant program development as well as field office grant and donor management. It will be expected that the PM will travel to the field to gain first-hand knowledge of programs and issues and be a liaison with donors in Juba and internationally. The PM will act as a link between project ideas being generated in the field and representing those ideas to Juba and internationally based donors.

The Program Manager will be responsible for grant management, as well as providing representation of assigned Missions at DPNEF headquarters and with external partners. Under the guidance of the Chief Executive Officer, the Program Manager will ensure that each dpnef field office operates based on a sound humanitarian and development strategy and follows the dpnef standards of operations.

## B. Key Responsibilities

Responsibilities of this position include, but are not limited to:

### Field Support, Coordination and Supervision

- ❖ Provide management support to Field offices.
- ❖ Monitor day-to-day communications in Field offices and ensure appropriate responses to the field and donors.
- ❖ Provide grant management support for all donor grants, including proposal submission, ensuring donor reporting requirements are met and dealing with donor related issues.
- ❖ Advise Field offices on issues of grant management and compliance including start-up and close-out.
- ❖ Keep accurate and updated grant files at all times.
- ❖ Advise the Heads of the Field offices on personnel, administration, and program related issues.
- ❖ Provide policy and operational guidance to the Field offices and assist in developing field manuals.
- ❖ Through constant liaison with donors, identify the Field offices priorities and assist when needed (e.g., with proposal writing, stakeholder liaison, etc.).
- ❖ Liaise with program staff in DPNEF's Developmental Programs and Humanitarian Disaster Response, grants management, monitoring and evaluation, and communication issues pertaining to the Field offices and related counties or states.
- ❖ Coordinate program and field evaluation activities.
- ❖ Assist the Field offices in maintaining contact and coordination with key partners active in the same state, including those associated with the United Nations Office for Humanitarian Coordination (UN-OCHA) (where applicable), local and international organizations, peer agencies, and others.
- ❖ Provide coverage for key leadership/program/support functions in the field as requested, to assist with short-term gaps and emergency support.
- ❖ Represent DPNEF on Crisis Management Team as appropriate.
- ❖ Make monitoring field visits and submit written reports and recommendations based on these visits.
- ❖ Coordinate with the Program Managers for other national and international NGOs for information sharing and to establish a coherent program support and backstopping function between headquarters and the field.
- ❖ Program Design, Development and Strategy Support





- ❖ Pro-actively build, maintain, and capitalize on close relations with DPNEF current, past and potential institutional donors and partners.
- ❖ Pro-actively seek out new funding opportunities for DPNEF's field offices and inform CEO and Strategic Resource Team (SRT) members.
- ❖ Review incoming proposals from the Field offices for donor compliance, programmatic and narrative quality and expedite the review process.
- ❖ Ensure that all proposal development criteria are met including compilation of certifications and recommendations and coordination of internal approval process.
- ❖ Negotiate grant agreements, program and budget revisions, and any other grant related issues with donors.
- ❖ Review budgets for proposals and operating budgets as needed in coordination with Grant Finance Managers.
- ❖ Make field visits to support and assist with program design/proposal writing as necessary.
- ❖ Attend DPNEF management planning meetings as appropriate and provide input into field programs strategy planning.
- ❖ Review, edit and provide input into field programs and multi-year planning documents as appropriate, ensuring that field programs are aligned with DPNEF's core mission, vision, and strategic plan.
- ❖ Assist field office in communication and negotiation with the SRT on annual and multi-year field programs strategies.
- ❖ Keep up-to-date records on programs developments and funding opportunities.
- ❖ Provide program briefings to donors and other stakeholders, offering DPNEF perspectives to stakeholders.
- ❖ Regularly contribute to the development of promotional materials and internal communication tools.
- ❖ Gain an in-depth knowledge of Missions, programs, personnel, States, issues, partners and peoples through visits, research and proposal writing.
- ❖ Represent DPNEF at UN or INGOs advocacy, coordination meetings, and with the SRT as needed.
- ❖ Develop a network of key contacts within the circles of NGOs, peer agencies and other national organizations, institutional partners, and diplomatic representation to keep abreast of issues facing DPNEF vis-à-vis humanitarian and development assistance.

### General Support

- ❖ Contribute to the development of organizational procedures, policies and systems of DPNEF.
- ❖ Contribute to the recruitment process of staff and consultants as necessary including developing job descriptions, scopes of work, consultant agreements, conducting interviews, and providing training and orientation.
- ❖ Any other task that may be assigned related to the organization support.

### C. Core Competencies and Qualifications Required.

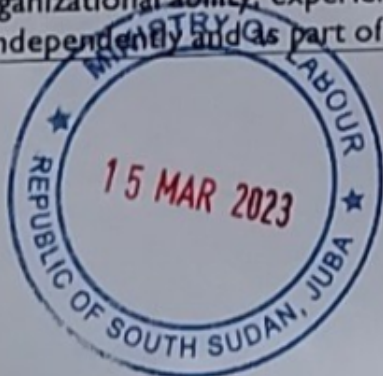
#### Qualifications

The position requires a master's degree in international development, Non-Profit Management, Public Administration, International Relations, or a related field, as well as at least 5 years of experience in grant management, program design, implementation, and fund-raising, preferably within South Sudan

- Command of local dialects of Arabic shall be an added advantage.

#### SKILLS, KNOWLEDGE, ABILITIES:

Strong organizational ability; experience in post-disaster and emergency project management, and the ability to work independently and as part of a team; ability to understand the cultural and political environment and





to work well with multiple stakeholders in a diplomatic manner; demonstrated knowledge of international humanitarian assistance and development programs with emphasis on the functions, policies and procedures of the international NGOs and the UN system; excellent interpersonal skills and proven ability to identify, plan and coordinate program and operational support to a field-based operation. Experience in capacity strengthening of local partners and staff strongly desired. Experience in program development and management in the areas of Sustainable Agriculture & Food Security, Economic and Social Development, education and Global Health preferred. Excellent written and oral communication skills in English required, and with other languages a plus. Experience in working with national organizations is a plus. Must be available to work outside normal office hours or on the weekends as required by contact with DPNEF security, or other obligations. While performing the duties of this job in the field, the employee may be exposed to security risks and/or very basic living conditions, and extreme weather conditions.

#### **D. Application Procedure**

Interested candidates should strictly submit to the e-mail address [jobs@dpnef.org](mailto:jobs@dpnef.org) the following application documents:

- Application Letter (not more than one page)
- Detailed CV indicating e-mail and telephone contacts and at least three referees (max 5 pages)
- Motivation Letter (one page) detailing previous experience and relevance to position.
- Scanned copy of National ID/Passport
- Scanned copies of Academic Certificates, Testimonials and Recommendation Letters, the application e-mail should indicate on the subject line the Job Title. Only short-listed candidates will be contacted for interviews. Closing date for receiving applications is 3<sup>rd</sup> of April 2023 by 16.00hrs.

DPNEF is committed to achieving workforce diversity in terms of gender, Nationality, and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply mostly women are encouraged to apply. All applications will be treated with the strictest confidence.







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Approved by  
Inspector of Labour  
15/03/2023  
N/A

**DR. PRISCILLA NYANNYANG EDUCATIONAL FOUNDATION  
(DPNEF)**

**JOB ANNOUNCEMENT**

<b>Job Title</b>	<b>Education Officer</b>
<b>Department.</b>	<b>Programme:</b>
<b>Location</b>	<b>Juba, Central Equatoria state, with 10% filed visit.</b>
<b>Report to</b>	<b>Education manager.</b>
<b>Duration</b>	<b>6 months with possible Extension.</b>
<b>Position Opened</b>	<b>South Sudanese Nationals Only.</b>

**A. Organizational Background**

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<b>Vision</b>	Helping to find local solution to challenges and sowing the seeds of lasting changes. We recognize the importance of education, health service, and humanitarian response in alleviating the hardship of the ar. We aim for inclusive development, systematic changes, local ownership, and contextualized solution.
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## Mission

Our mission is to make a lasting difference in the lives of south Sudanese's and helping them in rebuilding the country in the future.

## B. Key Responsibilities

Under the supervision of the project manager and program for Juba central Equatoria State and in collaboration with other field technical and support staff, the position holder shall undertake the following duties:

- ❖ Ensure that the education projects are implemented according to program objectives; Prepare and manage a work plan to ensure that the project is well supported.
  - ❖ Maintain adequate supply of Education materials are procured/delivered in a timely manner.
  - ❖ Follow up with education Project Managers and field coordinators to ensure that reporting is accurately updated. Ensure that weekly and monthly updates are promptly submitted to the cluster, communications, and M&E.
  - ❖ Identify staff capacity gaps and source for appropriate facilitators to train and mentors staff for performance.
  - ❖ Conduct regular support supervisory visits to projects to ensure quality of education projects and support identification and documentation of quality success stories.
  - ❖ Participate in rapid assessments to provide an overview of the situation on the ground in order to estimate the immediate needs of the population within the area of operations and select the most appropriate intervention strategy.
  - ❖ Prepare internal and external reports within agreed deadlines using DPNEF and donor formats, as required, including the cluster weekly updates and monthly reports.
  - ❖ Maintain effective working relationships with GOSS Education department, DPNEF Education team, other NGOs, community-based organizations coordination.
  - ❖ Participate in cluster meetings and the development of proposals and concept notes in coordination with the Resource Acquisition Team and Support Offices.
- Represent the DPNEF in Child Protection Sub cluster and Working Group coordination meetings at field, and where applicable at the national level meetings.
  - Plan and carry out project monitoring activities and document lessons learnt, best practices.
  - Perform other duties as may be assigned by the manager.

## C. Core Competencies and Qualifications Required.

### Essential.

- ❖ Bachelor's degree in education or relevant subject, social works, and social administration or equivalent.
- ❖ Professional technical experience, including 3 years implementing education in emergency programs in South Sudan.
- ❖ Demonstrated experience in capacity building, project design and budget management.
- ❖ Strong understanding of South Sudan operational context
- ❖ Experience in working with and coordinating with the Goss and other stakeholders.
- ❖ Strong interpersonal, intercultural and communication skills
- ❖ Excellent analytical and written skills, and good computer skills
- ❖ Fluency in English and Arabic, with strong English writing skills.





❖ Additional qualities: ability to multi-task, ability to handle pressure well, ability to improvise, flexibility, adaptability to transition.

**N.B:** This position is open to South Sudanese Nationals Only.

- Good understanding of cross cutting issues- gender, environment, protection, HIV /AIDs
- Good understanding of South Sudan cultural diversities
- Knowledge of the Sudan South Child Act
- Command of local dialects shall be an added advantage.

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Approved by  
Inspector of Labour  
15/03/2023  
MAR 2023  
REPUBLIC OF SOUTH SUDAN, JUBA

## DR. PRISCILLA NYANNYANG EDUCATIONAL FOUNDATION (DPNEF)

### JOB ANNOUNCEMENT

Job Title	Child Protection & GBV Officer.
Department.	programme:
Location	Juba, Central Equatoria state, with 30% field visit.
Report to	Head of program.
Duration	6 months with possible Extension.
Position Opened	South Sudanese Nationals Only.

#### A. Organizational Background

Dr. Priscilla Nyannyang Educational Foundation is a national humanitarian organization, a non-Governmental and not for profit organization addressing the most urgent and pressing needs of the vulnerable communities in South Sudan. Our cross-cutting efforts in promoting humanitarian relief, human rights, rule of law and good governance, more especially empowering women, and girls, DPNEF focuses on Education programs, preventing and alleviating suffering, disease, and hunger, and contributing to socio-economic development and sustainable environment, in areas where livestock, agriculture which could play an important role in improving peoples' livelihoods, food and nutrition security and resilience through education. DPNEF mainstreams and integrates cross-cutting issues such as environmental protection, gender equity, HIV / AIDs, and human protection in its program strategies through education. DPNEF integrates and applies the principles of Conflict Sensitivity, Do No Harm and Accountability to Affected Populations in its programming.

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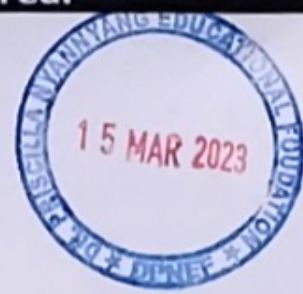
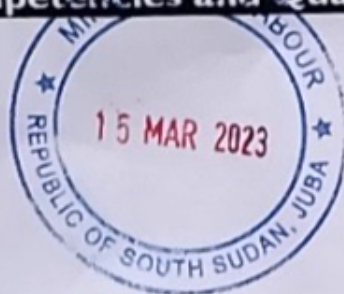
**Mission**

Our mission is to make a lasting difference in the lives of south Sudanese's and helping them in rebuilding the country in the future.

**B. Key Responsibilities**

Under the supervision of the project manager and program for Juba central Equatoria State and in collaboration with other field technical and support staff, the position holder shall undertake the following duties:

- ✦ Facilitate community dialogue meetings to sensitize communities on GBV and child protection project goal, objectives, key activities, targeting criteria, targets, beneficiary selection and roles and responsibilities,
- ❖ Carryout training needs assessments and capacity building trainings on GBV and child protection targeting local volunteers, social workers and community-based child protection committees and networks in line with GBV cluster and Child Protection Cluster.
- ❖ Facilitate systematic tracing, identification, verification and registration of vulnerable children using community-based networks and mechanisms based strict criteria.
- ❖ Maintain accurate data base / registry of all registered and other vulnerable children and ensuring strict adherence to the targeting criteria and processes.
- ❖ Conduct systematic follow up monitoring of all the vulnerable children and document outcomes of the process through short piece narratives reflecting beneficiary voices.
- ❖ Report regularly on child protection concerns, trends, patterns and responses in area of responsibility relating to children associated with worst forms of child labour.
- ❖ Cooperate, coordinate and liaise with local communities, government authorities, partner NGOs and UN Agencies in the area of responsibility on GBV and child protection issues for effective advocacy, prevention and response strategies.
- ❖ Participate in joint GBV and child protection assessments in conjunction with other key actors, including UN Agencies, international organizations, NGOs in response to the needs of conflict affected children.
- ❖ Participate and contribute to the work of area Child Protection Working Group in coordinating protection activities in the area of responsibility.
- ❖ Identify training needs and conduct training sessions for field and head office personnel on child protection issues.
- ❖ Contribute to the understanding of local social dynamics by establishing and maintaining an extensive network of relevant actors on child protection issues.
- ❖ Plan and conduct baseline surveys, assessments on child protection themes for sharing with partners and donors.
- ❖ Prepare and ensure timely delivery of high-quality project progress reports to the manager.
- Represent the DPNED in Child Protection Sub cluster and Working Group coordination meetings at field, and where applicable at the national level meetings.
- ✦ Plan and carry out project monitoring activities and document lessons learnt, best practices.
- Perform other duties as may be assigned by the manager.

**C. Core Competencies and Qualifications Required.**



### Essential.

- ❖ Minimum of advanced Diploma in Social Sciences with at least 5 years of progressive field level experience of work in Child Protection programming is highly desirable.
  - ❖ Knowledge of a range of human rights, relevant National and international laws, child rights conventions and child protection issues and applicable guiding principles and minimum standards highly desirable.
  - ❖ Ability to establish priorities, plan, coordinate and monitor own work plan effectively under pressure with minimal supervision and meet tight deadlines.
  - ❖ Good communication (spoken and written) skills, ability to prepare and present information and prepare written documents/communications in a clear, concise style.
  - ❖ Good computer skills, proficiency in various computer software including word processing, spreadsheet and internet applications; familiarity with database management desirable.
  - ❖ Good interpersonal skills and ability to establish and maintain effective working relations with people in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.
  - ❖ Ability to independently design and carryout thematic assessments, baseline surveys, studies and community participatory evaluation exercises.
  - ❖ Experience in gender sensitive participatory approaches in humanitarian work in emergencies.
  - ❖ Excellent organizational, managerial and report writing skills.
  - ❖ Willingness and commitment to strictly adherence to organizational rules, regulations, guidelines and code of conduct Desirable
- Good understanding of cross cutting issues- gender, environment, protection, HIV /AIDs
  - Good understanding of South Sudan cultural diversities
  - Knowledge of the Sudan South Child Act
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