



Background

Medicair is Non-Governmental Organization founded by South Sudanese Medical Doctors who come up with the idea of rendering services to the dire community needs. Medicair is officially registered by Relief and Rehabilitation Commission, under Laws of South Sudan, as a non-governmental organization according to NGO Act 2016 Reg. No: 588. Our work so far has been in South Sudan where we have continued to offer emergency humanitarian services to the affected communities. We approach every aspect of our work with the highest standard of integrity and honesty. The organization focus on providing Health, Nutrition, WASH, Protection and Food Security and Livelihoods. Medicair is seeking for a qualified South Sudanese National to fill in the position of the Head of Programs Unit (HPU) to be based in Juba, South Sudan.

IDENTIFICATION	EXTERNAL/INTERNAL
Job Title	Heads of Programs Unit (HPU)
Reports to	Executive Director
Location	Juba South Sudan
Start Date	01 st September 2022
Contract	Short-term contract
Contract duration	1 Year (with possibilities of extension depending on performance and availability of funds)

Job Summary: -

Under the overall guidance of the Executive and working closely with the responsible HOU, and Departmental Managers is responsible for managing the implementation of all the Medicair projects in South Sudan. S/he will guide staff to facilitate harmonization of activities with the government and other stakeholders to maximize results. In addition, s/he will take a holistic view of the Programme across South Sudan and ensure Programme development, management, administration and staff development. S/he will act under the guidance of Medicair senior management and refer major executive project decisions to the SMT. HOU will perform the following functions: -

Programme Management – Financial, Administrative and Human Resources:

1. Lead the project team whether staff and short-term consultants, in both substantive and operational issues ensuring optimization of human and financial resources and nurturing a culture of results with highest performance standards;
2. Undertake day-to-day management of the Programme, including effective Programme implementation and documents progress towards the achievement of outputs;

3. Manage the Programme budget and facilitate budget approvals and revision processes as per Medicaid policies and procedures;
4. Ensure appropriate recording and accounting documentation as required by Medicaid and preparation of required financial reports. Facilitate transparent financial management of the Programme that is able to stand up to regular audits and evaluation;
5. Approve requisitions, and follow up on purchase orders and payment requests and ensure monthly delivery of Programme outputs;
6. Prepare work plans, produce timely reports – financial and progress reports – as required by Medicaid and donor reporting systems;
7. Ensure that Medicaid rules and regulations concerning finance, procurement and human resources are adhered to;

Programme Planning, Implementation, Monitoring and Evaluation:

1. Develop the necessary strategic documents concerning Programme planning and implementation, such as policy papers, concept notes, etc.;
2. Provide strategic advice, direction and direct technical input to the Medicaid Head of Operations and Executive Director on issues in all project sites while keeping him/her informed of emerging issues;
3. Ensure Programme assessments are undertaken and relevant baseline data collected so Programme monitoring and evaluation can take place;
4. Oversee the establishment of the monitoring and evaluation plan of the Programme and ensure its implementation;
5. Ensure a management information system is established, which allows the efficient and effective collection, storage and analysis of data throughout the Programme, including sex and age-disaggregated data where relevant;
6. Guide the development of the programme's communication strategy in close collaboration with relevant partners;
7. Ensure gender is integrated and mainstreamed throughout the Programme outputs;
8. Develop Terms of Reference for Programme consultants/experts hired on a short-term basis and ensure proper delivery of technical services and submission of technical and other reports;
9. Ensure the participation and involvement of relevant stakeholders in Programme - implementation so that the process is inclusive, participatory and transparent;
10. Ensure proper coordination of the Programme implementation among implementing partners and with government ministries and administrations;
11. Ensure sustainability of the Programme intervention by promoting leadership and ownership of the Programme implementation by government and through proper capacity building;
12. Ensure the timeliness and quality of the outputs as well as timely preparation of reports on achievements and challenges faced within the project and ensure delivery of resources and results according to planned targets;
13. Ensure the development of linkages between the active/relevant projects and programme's for mutually reinforcing impact; and ensure compliance with donors' agreements;
14. Promote identification and synthesis of best practices and lessons learned for organizational sharing and learning.

Advocacy, Partnerships and Resource Mobilization:

1. Establish and maintain partnerships with stakeholders (government, UN agencies, NGOs, CBOs and donors);

2. Support the Medicaire Country in mobilization of resources from different partners, including the preparation of strategies, Programme briefs and project documents, organization of regular donor meetings and field visits;
3. Extract lessons learned to support Programme improvement and feed into Medicaire programming policies by facilitation of knowledge building and knowledge sharing;
4. Provide leadership on issues in collaboration with other key UN partners such as OCHA, FAO, RRF/IOM, UNICEF, World Bank;
5. Provide leadership and advocate to address policy related issues and other challenges to ensure smooth implementation of the project activities.
6. Perform other duties as assigned by management.



Outputs and Organizational Competencies:

1. Successful management and implementation of the Medicaire's project activities as per the signed Project Documents and agreed upon results and resources framework; and framework and AWP's;
2. Timely submission of quality progress reports to Medicaire and donors according to the requirements of the cost-sharing agreements;
3. Effective partnership built with national and international counterparts for successful implementation of the Programme;
4. Lessons learnt, success stories and best practices on all projects documented and shared to inform wider policies and programmes in South Sudan as well as Medicaire corporate practice development.
5. Demonstrate integrity by modeling the Medicaire's values and ethical standards and Promote the vision, mission, and strategic goals of Medicaire.
6. Display cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

1. Promote knowledge management in Medicaire and a learning environment in the office through leadership and personal example;
2. Actively work towards continuing personal learning and development in one or more Practice Areas, act on learning plan and apply newly acquired skills.
2. Ability to lead strategic planning, results-based management and reporting;
2. Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources;
3. Solid knowledge in financial resources and human resources management, contract, asset and procurement, information and communication technology and general administration;
4. Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis, reporting and cost-recovery;
5. Ability to lead business processes re-engineering, implementation of new systems (business side) and affect staff behavioral/attitudinal change;
6. Ability to interact across a wide spectrum of people, as well as at the meeting table within managerial and government offices.

Management and Leadership

1. Build strong relationships with clients, focus on impact and result for the client and respond

- positively to feedback;
2. Consistently approach work with energy and a positive, constructive attitude; and demonstrate openness to change and ability to manage complexities;
 3. Demonstrate good oral and written communication skills with strong networking.
 4. Lead team effectively and shows mentoring as well as conflict resolution skills;
 5. Demonstrate strong oral and written communication skills and remain calm, in control and good humored even under pressure;
 6. Excellent oral communications skills and conflict resolution competency to manage inter-group dynamics and mediate conflicting interest of varied actors;
 7. Excellent writing skills, with analytical capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports;
 8. Maturity and confidence in dealing with senior and high-ranking members of national and international institutions, government and non-government.

Required education, Skills and Experience

1. Masters/Bachelor in Economics, Public Health, Agriculture, Business Administration, Public Administration, Political Sciences, Social Sciences or related field.
2. Minimum 3-5years of professional working experience in FSL, Health, Nutrition, WASH and Protection with experience in managing OCHA, RRF/IOM, UNICEF and USAID funded projects. Part of that experience must be in the field involving project/Programme management as well as multi-partner co-ordination in post-conflict and/or post-natural disaster settings;
3. Demonstrated ability to assess, supervise and co-ordinate technical work in FSL, Health, Nutrition, WASH and Protection with experience in conducting needs assessments and Programme design;
4. Experience in results-based management, monitoring and evaluation and experience in project and team management;
5. Familiarity with South Sudan context including the political, economic and social dimensions desirable.
6. Ability to communicate effectively in English, both in written and in oral form

HOW TO APPLY

Interested candidates should submit their application clearly marked "**Head of Programs Unit (HPU)- Juba** " (including C.V. written in English) and copies of certificates at latest **Thursday, 18th August 2022** to the Medicaire Head office behind Green Rokon, opposite to Eden Technologies either by Hard copies or by email to jobs@medicaire-ssd.org CC gatwech@medicaire-ssd.org

Only short-listed candidates will be contacted. Application files not retained will not be returned.

