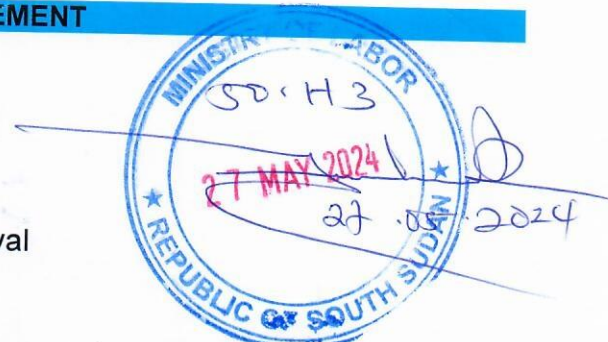


**POSITION:** Project Manager

**Direct hierarchy:** Program Coordinator

**Location:** Juba with 50% travels to the field.

**Expected position start date:** Awaiting Donor approval



### About INTERSOS

INTERSOS is an independent non-profit humanitarian organisation committed to assist the victims of natural disasters and armed conflicts. Its activities based on the principles of solidarity, justice, human dignity, equality of rights and opportunities and respect for diversity and coexistence, paying special attention to the most vulnerable and unprotected people.

### Main Purpose

The Project Manager ensures constant engagement by/with different support departments to ensure timely support to the project team.

The Project Manager is budget holder for the whole project grant/budget and supervises/monitors closely the financial planning, liquidity planning and budget utilization/burn rate monitoring.

The financial/budget management is the final responsibility of the Project Manager for the specific project and he/she must ensure that this goes together with close log frame and work plan monitoring.

### Reporting to: program coordinator

### Tasks

- **Main responsibilities:**
- Ensures the planning, implementation and monitoring/evaluation and sets targets as included in the project description. Flag significant deviation from the program implementation plan and estimated expenditures; alert relevant staff.
- Guarantee an efficient financial management as main budget holder for the project in compliance with INTERSOS' model and donor regulations.
- Team/HR management (staff and volunteers)
- Deliver quality project activities reporting, including the findings in terms of impact/changes at the level of beneficiaries achieved through the project, compliant and consistent reporting per INTERSOS and donor requirements, in collaboration with the HQ Grants Unit
- Develop clear understanding of INTERSOS program and country strategy among project team – ensure also timely input/feedback by team on strategic issues.
- Support the Program Coordinator in program/project development.
- Ensure that program delivery matches INTERSOS and donor technical minimum standards and seek technical section and MEAL department guidance and tools.

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- Ensure clear overview of actors and services in area of intervention, permitting development and implementation of partnerships and referral pathways.
- Administrative and office support activities (agreement, amendments, signed reports, communications, etc.), ensuring documentation cycle is up to date, and ensure all departments' requirements are aligned and addressed.
- Ensure the full and timely implementation of the project proposal as approved, pro-actively respecting deadlines for reporting:
- Project kick-off and presentation/sharing of project with teams
- Review and prepare a detailed activity plan with team
- Verification on the targeting of beneficiaries



## Financial management and procurement:

- Prepare, monitor and implement financial and procurement plan
- Prepare financial plan
- Approval of all purchases/contracting and budget line allocations
- Verify the bookkeeping entries in the INTERSOS accounting spread sheets (JOURNAL): verify budget line allocations, budget expenditure status against actual delivery and the financial plan for the remainder project implementation period
- Ensure for all purchases/contracting of goods/services/supplies the correct INTERSOS procurement guidelines are applied and properly documented, in coordination with the Finance and Logistics departments.
- Verify the list of expenditures prior to finalizing the interim and final financial reports
- Holds final responsibility for verification of all support documents' completeness and correctness.

## People management:

- Agree and establish clear reporting and communication lines
- Team recruitment, liaise with HR Department to secure up to date HR files.
- Permanent on-job coaching of teams to work on quality in delivery.
- Manages and evaluates the performance of the project staff.
- Conduct weekly and monthly meetings with the team to review the planning and discuss the main concerns to focus on for the upcoming period.
- Continuous/fast verification of data quality collected and received from field staff.
- Ensure teams respect INTERSOS rules and guidelines to the mission and adhere to INTERSOS Code of Conduct and Charter of Values.

## Monitoring & evaluation:

- Ensure monitoring and verification for the targeting of beneficiaries.
- Applying a result-based management approach, monitor the project outcomes, in addition to the outputs and activities, including changes at the household and community level achieved through the project.
- Undertake (if security situation allows) field visits to provide technical guidance and supervision to the team and to monitor the progress and quality of the different project activities.

## Reporting:

- Ensure quality reporting on achievements through daily short briefings, monthly and weekly planning presented against weekly and monthly performance reports containing clear quantitative and qualitative information related to the activities.

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- Secure regular reporting per team and compile, review and analyses reports on monthly bases to be reflected in INTERSOS Project Appraisal Tool.
- Prepare ad hoc progress reporting for the donor and official required interim and final project reports; prepare interim and final narrative reports for the donor in a timely and qualitative manner, looking into achievements against outcomes and output and reflect lessons learnt clearly into recommendations for future programming.
- Holds final responsibility for all support documents (means of verification) and general project documents.
- Delivers regular communication products (including pictures) on the project to be used by the INTERSOS communication department in different outlet.

### Coordination and representation:

- Support the Program Coordinator / Technical Coordinators in attending cluster meetings and ensure timely reporting of highlights and relevant information for intervention area.
- Participate in regular meetings with the donor representatives and facilitates field visits by donor missions (when security allows for), in coordination with the Program Coordinator.
- Ensure systematic information and update sharing with the program coordinator
- Perform any other related duties as required.

## Requirements

### Education

- Advanced university degree in Social Sciences, Political Sciences, International Relations, Humanitarian and International Cooperation or related field

### Professional experience

- Minimum 3 years of professional experience in management of humanitarian project/program, including financial management and logistics responsibilities
- Minimum 1 year experience in the implementation of multi-sector humanitarian programming and in security context analysis

### Professional requirements

- Experience in complex emergency setting and insecure countries
- Administration, finance and budget management skills
- Essential computer literacy (word, excel and internet)
- Analytical thinking, analysis capacity and strategic program development skills

### Personal requirements

- Experience in establishing and maintaining collaborative relationships with donors and government counterparts, and with donors compliance and reporting
- Strong representation and negotiation skills
- Ability to ensure quick quality delivery in stressful environment
- Ability to adhere to deadlines and respect line management
- Strong interpersonal skills: communication, diplomatic skills and problem-solver
- Leadership, people management and development

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- Organization and problem solving
- Commitment to INTERSOS principles
- Fluency in English both spoken and written.

Attention!!!!

INTERSOS upholds a policy of zero tolerance of SEAH and shall not tolerate SEAH of any kind. INTERSOS strongly supports IASC's vision of a humanitarian environment in which people caught up in crises feel safe, respected, and can access needed protection and assistance without fear of SEAH by any aid worker. Therefore, all INTERSOS' staff, representatives and partners are obliged to adhere to the standard SEAH Policy, charter of values, Code of Conduct, child safeguarding policy and all associated policies

Closing date for receiving application will be on **14<sup>th</sup> /06/2024**.

Please submit a cover letter and updated CV to [recruitment.ross@intersos.org](mailto:recruitment.ross@intersos.org) and write "**Application for Project Manager**" as the subject of the email. Only short-listed candidates will be contacted for an interview.

INETERSOS Is and equal opportunity employer and ~~qualified women are~~ strongly encouraged to apply.

