



JOB ADVERTISEMENT

ACTIVITY MANAGER

Duty station: MALAKAL & RENK

Number of positions: TWO 2 (1 IN MALAKAL & 1 IN RENK)

(Please indicate in your application Letter and envelop which Location you are applying for)

Date Issued: 12/09/2025

Dateline: 1/10/2025

Category: National posting

I. Presentation of organization:

SOLIDARITES INTERNATIONAL (SI) is an international humanitarian organization which for more than 40 years has been aiding population affected by armed conflicts and natural disaster by meeting their vital needs for food, water & shelter. Particularly involved in the fight against diseases linked to unsafe water, the first cause of death in the world. SI's intervention provides expertise in the field of access to drinking water, sanitation and hygiene promotion, but also in the essential areas of food security and livelihood. Present in around 20 countries, SI's team – 2000 people in total made up of expatriate and national permanent staff at headquarters and a few volunteers – work with professionalism and commitment while respecting cultures.

Solidarites International (SI) is determined to prevent and fight all types of abuse – all acts of Exploitation, abuse and /or sexual harassment (SEAH) Against members of beneficiary communities or collaborators against fraud, corruption, violation of peoples and/or property funding of activities harmful to human rights – that could be perpetrated in the frame of its interventions. SI implements a zero -tolerance policy regarding acts of SEAH.

Solidarites international is an equitable employer committed to fighting all forms of discrimination. SI will not ask for remunerations take part in a recruitment process.



MISSION

Goal/purpose:

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

Responsibilities and Tasks:

Diagnostics and project conception

- Participate in the preparation and implementation of diagnostics
- Participate in the design and the financial dimension of the human and logistical programs to implement
- 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 the donors' criteria
- Participate in the development of the team's capacity regarding techniques or new methodologies

Implementation and operational follow-up

- Plan the activities with the support department (Administration, logistics) according to the set objectives
- Assess the relevance of activities, the effectiveness of interventions, and their appropriateness considering 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 implement monitoring indicators for the activities and context
- Use the SI management and monitoring tools for the activities, results and context
- Plan and supervise the implementation of the activities under his/her responsibility
- Anticipate difficulties in the carrying out of the activities and facilitate problem solving
- Suggest new ...activity... activity directions in accordance with context and indicators
- In cooperation with the administrative department, help draw up budgets for his/her activity(ies), budget follow up and proposal budgets for the program parts
- Prepare Internal Order Forms (IOF) and follow orders using the logistics service
- Report the state of decentralized inventory to the logistics department ("field" inventory)



Capitalization

- Write the capitalization documents in accordance with SI 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

HRM

- Recruit the national technical staff for his/her activity(ies)
- With the administrative department, define the prerequisites for the activity vacant positions and, if necessary, adapt the referent job profile.
- Welcome and brief new employees or volunteers working under his/her responsibility
- Implement training activities in accordance with activity operational requirements and the identified training needs.
- Serve as intermediary between team leaders
- 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/desk HR Referent
- Make sure his/her team(s) follow the safety rules

Reporting/communication/representation

- Share with the appropriate authority any information on the security context and any event which may have consequences for 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 team leaders concerning the progress and results of their activity(ies)
- Maintain a local operational communication network and positive relations with the local/governmental authorities, donor representatives, UN and other international agencies in cooperation with the program manager and Program Coordinator
- Represent Solidarités International in meetings or forums concerning the activities within his employment location
- Represent SI on request and/or delegation
- Respond to the requirements of Headquarters concerning specific needs
- Write the administrative documents to be signed (MOU, handover...) jointly with governmental authorities, communities or partners



Qualifications

BSC Degree in Water Supply and Sanitation Engineering, Public Health or Civil Engineering or any other related qualification. Masters in the relevant field is an added advantage.

Preferred Skills:

- Good Understanding of Water Supply and Sanitation system and infrastructure construction, design and development of BOQs
- Good computer skills, (MS Office, Kobo, ODK etc.)
- 3-4 years experience in implementing WASH projects for both emergency and development with INGO organization
- Conversant with AUTOCAD or related construction softwares.
- Good command of English mandatory.
- Good report writing skills, presentation, leadership and supervisory skills esp of a large number of officers and supervisors

JOB POSITION IN THE ORGANIZATIONAL CHART (functional and hierarchical relations)

Under the authority of : Program manager

Has authority over :

Under the functional authority of : WASH Supervisor

Functional authority over : -

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

Contract: fixed-term contract of three (6) months' subject to funding.

Working hours: From Monday to Friday 7:30-4:30PM.

Basic salary: according to SI salary scale

Position open to local applicants



Please submit your application (CV, cover letter, photocopies of diplomas, certificates of employment etc....) to **Solidarites International Office in Juba, Plot No. AX III SS Block3, Hai Cinema Opposite Islamic Relief International.**

, In Malakal Office at the Humanitarian Hub & In Renk office Opposite WHO office in Suk Juma Along TC road.

You Can as well send your application on the below email,

Juba.adm.recruitment@solidarites-southsudan.org

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

Please note that CV's will be reviewed on a rolling basis and SI reserve the rights to close the application process when a suitable candidate is found. Finally, SI will appreciate indigens from Upper Nile state who are willing to live and work in Malakal to apply

Deadline for submitting applications is: 1/10/2025. Any Application sent after this date will not be considered.

SI strongly encourages women who qualify to the position to apply. Emphasis will be given to women with relevant qualification or experience.

