

## JOB ADVERTISEMENT

**POSITION:** WASH Programme Manager  
**LOCATION:** Juba, Central Equatoria state  
**STARTING DATE:** ASAP



Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

Our vision is to see all people freed from poverty, living transformed lives and reaching their God-given potential by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund South Sudan Programme is looking for a suitable **South Sudanese** candidate to fill in the position of **WASH Programme Manager** to be based in **Juba, Central Equatoria State**

### JOB OVERVIEW

The Country WASH Programme Manager will lead the delivery of Tearfund's programme in Juba and will be accountable to the Programme Director for effective delivery of the programme and financial management of the urban portfolio in Juba City and Tearfund's WASH programme activities. The Program Manager leads and manages the Tearfund operational and partner-facing team in the project locations. S/he is responsible for representation to the Tearfund partner organisations, local authorities and to donors, and for the coordination with other NGOs and UN agencies. The Country WASH Programme Manager is responsible for project management and the implementation of programme quality and accountability commitments (both operational and partner facing) and for ensuring Tearfund policies and procedures are adhered to by staff.

### POSITION IN THE ORGANIZATION

- Reports to the Programme Director
- Direct Reports: Urban project officer and support staff in a particular area
- Dotted Line Responsibility: works in collaboration with the Operations Director, HR, Finance and Logistics Managers and Sector Advisors who have dotted line responsibility with the Project Managers and WASH Team in the field
- Work closely with Tearfund's WASH Lead (UK) and moving WASH advisors (regional) and the Global Economic Empowerment Specialist.



## TEARFUND'S CHRISTIAN CULTURE

- We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty, and transforming lives. As a Tearfund staff member you are expected to:-
- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values, and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

## ORGANIZATIONAL REQUIREMENTS

- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.
- The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:
  - To model Godly leadership in all aspects of character and conduct.
  - To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.
  - To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Beliefs statement.
  - To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.
  - To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
- The post-holder will be expected to behave in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.

Ensuring staff familiarity with Tearfund's mandate, values, Quality Standards, policies and programme objectives and their individual responsibilities in upholding these standards and policies.

## KEY RESPONSIBILITIES

### Programme Strategy

- Support the Program Director to shape the overall strategy for the programme as articulated in the Country Strategy.
- Ensure Tearfund's purpose, values, and the programme objectives are communicated amongst project staff and facilitate input from project staff in the strategic planning process.
- Represent the project area in key discussions, reviewing security management, progress against strategic objectives, budget expenditure, Human Resources, and any other operational concerns.
- Assist the Country Director, Programme Director and HR Manager in refining required team composition and organisational structure for the project team in accordance with the Tearfund grading structure.
- Ensure all program activities in urban areas are contributing to the achievement of strategy outcomes.

### Project/Programme Management

- Lead the effective planning, management and delivery of the Tearfund programme in Juba urban in line with agreed priorities and targets.
- Ensure Juba Urban Programme's team is in compliance with programme management rules to facilitate sound programme and financial reporting, accountability and transparency.



- Oversee Urban programme financial management including timely sharing of financial portfolio reports with the Programme Director; working closely with the Finance Team to create and regularly update realistic spending profiles over the financial year; and to ensure accurate annual budgeting and forecasting;
- Responsible for managing project budgets, in conjunction with the Finance Manager, Logistics Manager, and finance and logistics staff, and ensuring project budgets are calendarised, a procurement plan is drawn up, and assisting project staff in managing specific project budget lines, monitoring expenditure to budget and identifying any corrective actions required.
- Apply risk management strategies across the components of urban Programme, and appropriate action to mitigate against risks.
- Manage relationships with contractors, implementers and partners professionally and effectively to ensure the timely procurement of services, value for money, and to minimise fraud, inefficiency and waste.
- Support in selection of contractors and review of tender specifications and contractor capacity assessments.
- Support in development of BOQs for WASH construction works
- Support the economic analysis and the development of the business plan for the solid waste management and the market based sanitation project
- Support the Operations Director to establish a social enterprise in South Sudan to provide essential urban WASH products and services
- Ensure all necessary documentation to formalise and amend commitments and that all payments are prepared, approved and filed.
- Participate in Tearfund's performance reviews and preparation of progress and review reports.
- Facilitate monitoring of the projects with project staff, to review project progress, review beneficiary feedback, identify corrective actions required, and capture learning.
- Provide leadership on capacity building and integration of the programme quality standards throughout the programme management cycle.
- Promote and encourage an openness to welcoming feedback from beneficiaries and communities, and learning from staff
- Participate in project evaluations to assess project impact and effective use of resources.

#### Office Management

- Handle routine internal and external queries related to the urban programme work.
- Represent the urban programme at relevant meetings and report back to relevant colleagues.
- Foster work culture within the urban programme team that enables strong team working and supports work life balance.
- Contribute information and compile high quality first drafts of replies, briefing, and correspondence within assigned deadlines.
- Provide timely and accurate contributions to Tearfund's corporate reporting as required.
- Proactively facilitate the sharing of information between Tearfund and partners.
- Provide support requested by the Programme Director.

#### Corporate policy and compliance

- Responsible for security management for the project team in the designated area, including writing and updating the location-specific Security Plan, ensuring staff are fully briefed/trained on the agreed security measures appropriate to the area, staff understand individual and collective responsibilities for safety and security and ensuring incidents are reported, critical learning is recorded and corrective actions taken.
- Responsible for health and safety for the project team in the designated area, ensuring policy is understood by staff, and any accidents are recorded appropriately.
- Responsible for the induction of project staff, with the support of the HR Manager, ensuring their familiarity with Tearfund's mandate, values, Quality Standards, policies and programme objectives and their individual responsibilities in upholding these standards and policies.



- Responsible for project compliance with the procedures set out in Tearfund's Disaster Management System for the development of project proposals, reporting, monitoring, evaluation, learning, project completion and for compliance with donor rules.
- In conjunction with the HR Manager and HR staff, ensure local recruitment is consistent with Tearfund HR recruitment policies, the legal context and local practice
- In conjunction with the HR Manager and HR staff, ensure HR policies and procedures are understood by the project team and implemented.
- In conjunction with the Finance Manager and finance staff, ensure financial management is in accordance with Tearfund financial systems and policies.
- In conjunction with the Logistics Manager and logistics staff, ensure logistics systems (procurement, transport, storage, communications, estate / buildings management, asset management etc) are in accordance with Tearfund logistics systems and policies.
- Ensure project completion, filing and archiving procedures are implemented.

#### Team management

- Provide leadership to the project team, ensuring clarity over project plans and priorities, encouraging effective teamwork and inclusiveness, and building a team spirit through regular meetings and team events.
- Provide effective management support to the project team, in the implementation of work plans and budgets.
- Oversee the administrative functions for the project team, line managing administrative staff where appointed.
- Carry out line management responsibilities to ensure Tearfund's performance management system is effectively implemented across the project team, with objectives setting, probationary reviews, regular catch-ups, 6-monthly performance appraisals and exit interviews, carried out for all staff.
- Support the implementation of Tearfund's staff development policy, including personal development planning, across the project team in a way that is consistent and transparent.
- Conduct disciplinary and grievance procedures, as required, in conjunction with the HR Manager.
- Provide spiritual leadership to the project team and pastoral support where appropriate.

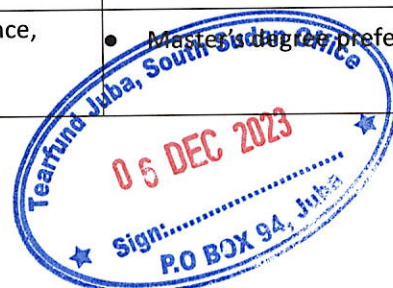
#### External representation

- Represent Tearfund to local authorities (whether formal governmental or informal de facto authorities), securing the necessary approvals to operate.
- Represent Tearfund to other NGOs, UN agencies, and visitors, ensuring coordination and constructive working relations and attendance at relevant inter-agency coordination meetings or delegating to staff as appropriate.
- Represent Tearfund to donors' representatives and other visitors to the project area.
- Support policy influencing (advocacy) activities at relevant local and regional levels, in consultation with the Country Director, Media and Communications Manager and Sector Advisors.
- Facilitate relationship building with local churches where applicable and their engagement in project objectives
- Facilitate relationship building with Tearfund partner organisations and collaborative work in accordance with the Country and Sector strategies.

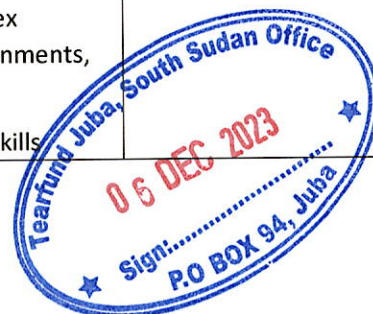
#### Person specification


Job Title: **WASH Programme Manager**

	ESSENTIAL	DESIRED
<b>QUALIFICATIONS</b>	Bsc degree in WASH, Environmental Science, Urban Planning or other relevant field;	● Master's degree preferred.



<p><b>EXPERIENCE</b></p>	<ul style="list-style-type: none"> <li>• Proven 3-4 years progressive professional experience working with UN, NNGOs, INGOs and/or Donor agencies preferably including work in fragile environments.</li> <li>• Demonstrated leadership and management experience including extensive experience in senior management role with project and budget experian responsibilities.</li> <li>• Proven resilience and emergency-programming experience</li> <li>• Experience in in finance and procurement, strong understanding of systems and tools for financial planning and budgeting (including excel), and results monitoring;</li> <li>• Experience in working alongside national partner organisations and capacity building skills</li> <li>• Team working experience including ability to engage other staff in government and other donor relations, that they are effective in networking and negotiations.</li> <li>• Proven security management experience</li> <li>• Donor grant management</li> <li>• Demonstrated line management experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with different Hygiene and Sanitation approaches, including Market Based Sanitation and Solid Waste Management.</li> <li>• Experience working with the Private Sector and City Councils.</li> <li>• Working knowledge of good practice standards: SPHERE, Humanitarian Accountability Partnership, People In Aid and Red Cross Codes of Conduct.</li> <li>• Experience in financial, HR and logistics systems</li> <li>• Advocacy experience</li> <li>• Strategic planning experience</li> </ul>
<p><b>SKILLS/ ABILITIES</b></p>	<ul style="list-style-type: none"> <li>• Fluency in spoken and written English</li> <li>• Leadership and management skills</li> <li>• Significant understanding of complex relationships between NGOs, governments, Private Sector and UN agencies</li> <li>• Ability and experience in working with Government, multi-lateral agencies, civil society organisations and development partners to identify problems/obstacles and develop/implement practical solutions.</li> <li>• Focus on details, excellent communications skills including in writing</li> <li>• Flexibility, multitasking, effective prioritising work, focus of deadlines, focus on details, excellent attention.</li> <li>• Significant understanding of complex relationships between NGOs, governments, and UN agencies.</li> <li>• Organisational and administrative skills</li> </ul>	<ul style="list-style-type: none"> <li>• Skills in accounting software</li> </ul>



	<ul style="list-style-type: none"> <li>• Negotiation and representation skills</li> <li>• Analytical and problem solving skills</li> <li>• Excellent written and verbal communication skills</li> <li>• Computer literate</li> <li>• Capacity building and mentoring skills</li> <li>• Ability to lead, participate and facilitate in collective staff prayer and bible studies</li> <li>•</li> </ul>	
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Committed Christian with a personal relationship with God</li> <li>• Committed to regular Christian fellowship with other Christians</li> <li>• Emotionally &amp; spiritually mature</li> <li>• Team player</li> <li>• Commitment to accountability to beneficiaries and transparency, showing dignity and respect, and demonstrating listening and understanding</li> <li>• Understanding and sensitivity to cross cultural issues</li> <li>• Flexible and adaptable to ever changing environments</li> </ul>	<ul style="list-style-type: none"> <li>• Networking</li> <li>• People developer and motivator</li> </ul> 
<p><b>OTHER COMMENTS:</b></p> <ul style="list-style-type: none"> <li>• Regular travel across cluster countries is a requirement</li> <li>• All roles require a DBS/Police check</li> <li>• Tearfund is a member of the <a href="#">SCHR Misconduct Disclosure Scheme</a></li> </ul> <p>Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure</p>		

**How to Apply:**

If you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the HR Department at Tearfund office or find attached with the advert, Located in **ECSS Compound, Hai Jerusalem** or Any Tearfund Field Offices detailing your experience for the post and include your daytime telephone contact. Applications online can be submitted through <https://www.tearfund.org> the subject matter of your email should be the title of the job you are applying for.

Closing date for receiving applications is **25<sup>th</sup> December 2023 at 5:00pm.**

**NB:**

- **Applications once received are not returnable**
- **Female Candidates are encouraged to Apply**
- **Due to the urgency of the position, applications submitted will be shortlisted on a rolling basis, should there be suitable candidates, and the position may be filled before the deadline for applications.**
- **Only short-listed candidates will be notified.**

