



Near East Foundation
110 West Fayette St., Suite 710
Syracuse, NY 13202
Tel: (315) 428-8670

Title: Program Director or Project Manager
Reports to: HQ Program Manager
Location: Juba, South Sudan
Travel: Frequent travel to project sites.
Type: This position is open to Local Nationals and Third Country Nationals. This is a non dependent(s) post.

The Near East Foundation (NEF) is seeking applicants for a **Program Director or Project Manager** to be based in Juba. For over 100 years, NEF has worked to build more sustainable, prosperous, and inclusive communities in the Middle East and Africa through economic development and governance initiatives. NEF's work is organized around three core program areas: Inclusive Economic Development, Climate-resilient Development, and Stabilization and Peacebuilding.

Position Description:

The **Program Director or Project Manager** is a key member of the Near East Foundation team in South Sudan. Reporting to the Country Director and in close collaboration with USA, UK and Belgium HQ-based Program teams, the Program Director or Project Manager has the responsibility to ensure the smooth management and implementation of NEF programs and projects.

RESPONSIBILITIES

Team Management

- Recruit and onboard new South Sudan project staff; line manage technical leads;
- Ensure effective coordination and programmatic coherence across the Sudan project team;
- Build the capacity of technical leads and provide oversight and support to the broader professional development of project staff.

Implementation, Monitoring & Oversight

- Supervise the implementation of activities by NEF and project partners to ensure outputs are achieved and indicators are met in accordance with agreed upon timelines, quality standards and donor/NEF regulations and policies;
- Recommend where necessary any realignment of activities, and budgets;
- Develop and update monthly, quarterly and annual implementation plans in coordination with project staff and local partners;
- Maintain regular communication with partners and staff, and conduct regular field visits to monitor progress;
- Identify and address barriers to implementation, providing solutions and plans to resolve them; escalate concerns and mitigation plans to senior leadership;





- Continuously assess the local context, assumptions and changes in the working environment (a) to ensure the project's focus, strategies and activities remain relevant and (b) to propose adjustments when needed;
- Coordinate closely with MEL staff to ensure an appropriate monitoring system is in place to track progress and deviations in project implementation;
- Coordinate with Logistics staff to ensure the project procurement plan is in place and updated, and keep track of progress.

Financial Monitoring and Management

- In coordination with finance staff, review and monitor project spending, including partner spending;
- Review and approve program financial documents, including receipts and supporting documentation;
- Support spending forecasting related to project activities.



Reporting & Documentation

- Collate/compile field-generated information and provide required inputs into progress reports on a timely manner and in compliance with HQ/donor requirements;
- Keep track of impact and success stories, and ensure they are reflected in reports and other communication/visibility materials.

Program Development & Strategic Planning

- Participate and contribute to internal strategic and planning meetings;
- Support/facilitate field assessments and discussions when needed to identify new areas of intervention;
- Support the Country Director in drafting concept papers and proposals when required.

Representation & Coordination

- Represent NEF in relevant working groups at national and local levels, and other relevant interagency workshops or events in related sectors;
- Share relevant project information and documents with project team, partners, HQ and other stakeholders;
- In coordination with the Country Director, collaborate with NEF partners, UN agencies, international and local NGOs, and relevant government ministries and local authorities;
- Maintain up-to-date with, and provide feedback on, government policies impacting beneficiary communities, and related work of humanitarian/development agencies;
- Assist with the coordination of visits to the NEF South Sudan program by HQ colleagues, donors, NEF board members, and other stakeholders.

Other responsibilities

- Work closely with relevant HQ colleagues as required;
- Ensure compliance with applicable donor and NEF policies and regulations;





- Ensure all project documentation required by NEF and donor is accurately collected, organized and filed;
- Any other duties relating to the nature of the scope of work as requested by the supervisor.

Key Qualifications:

Band 1: Manager position; **Band 2:** Director position

- Bachelor's degree or higher relevant field preferred;
- Proven experience with humanitarian and/or development organizations to deliver development interventions and/or humanitarian programs; [**Band 1: 5+ years of experience; Band 2: 10+ years of experience**];
- Proven track record in project management, project planning, implementation and oversight, including managing budgets; [**Band 1: 5+ years of experience; Band 2: 10+ years of experience**];
- At least 5 years' experience working in the field and leading/managing teams;
- Familiarity with US, EU, UN and UK donor guidelines is a strong advantage;
- Experience in economic development or civil society capacity programming is a strong advantage;
- Experience in program design and proposal development is a strong advantage;
- Proven skills in partnership building, influence and negotiation with a range of humanitarian actors, including governments, UN agencies, academic institutions, networks, national/local NGOs and community groups;
- Understands rights and protection issues of refugees, children and women, including solid experience working with vulnerable communities;
- Fluency in English, both written and verbal;
- Excellent analytical, writing and communications skills;
- High-level of knowledge and practice with Word, Excel, Powerpoint, Outlook, etc. required.

Other Essential Competencies:

- Willingness and able to travel to field sites frequently;
- Must be able to work in a fast-paced environment and with flexibility; to perform duties under pressure and meet deadlines in a timely manner; to work as part of a team; complete assignments independently; to take instructions and criticism constructively; to exercise problem-solving skills; and to interact with co-workers, partners, donors and the public in a professional and pleasant manner;
- Strong commitment to humanitarian principles.

APPLICATION INSTRUCTIONS

NEF will accept rolling applications until the position is filled. Review of applications will begin on **30 June 2023**. Interested candidates are encouraged to apply as soon as possible.

Please apply by submitting the following documents to the Near East Foundation Careers Page at <https://neareast.bamboohr.com/careers/298> :





1. Cover letter outlining relevant experience, availability
 - Indicate on the cover letter the band you are applying under (Manager or Director)
2. Curriculum Vitae
3. List of three references (including one from current, or most recent, employer)

Applicants are strongly encouraged to familiarize themselves with the Near East Foundation by visiting the NEF website at www.neareast.org.

The Near East Foundation promotes Equal Employment Opportunities for all applicants seeking employment and NEF employees.

Pre-employment Checks:

Any Employment with the Near East Foundation will be subject to the following checks prior to start date:

- A satisfactory Restricted Party Screening and/or Disclosure and Barring Service (DBS) check;
- Receipt of satisfactory references.

