

# IMPACT HEALTH ORGANISATION

Juba South Sudan  
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## JOB OPENING

### PROGRAMS-OFFICER

<b>Job Title:</b>	Programs officer	<b>Designation:</b>	Program Officer
<b>Company:</b>	Impact Health Organisation-IHO	<b>Department:</b>	Programmes - IHO
<b>Status:</b>	Open	<b>Planned number of Positions:</b>	1
<b>Route:</b>	programs-officer		

#### Purpose / Role

- To ensure the appropriate and professional implementation of the Program in the most effective manner possible. In particular to make every effort to ensure that the Program's objectives/outputs are achieved according to the work plan and within the contracted program period.

#### Responsibilities

- S/he will serve as leader and coordinator of the program team in order to ensure the overall successful implementation, reporting and management of a program.

#### **Program implementation**

- Should be familiar with the Program documentation (which should include but not limited to):
  - the donor contract,
  - required Donor procedure manuals,
  - MOU with the line Ministry,
  - The approved Program proposal and budget.
- Review the Program files held by the Country Office and ensure that copies of the above documents are readily available. S/he should also establish, as required, Program working files.
- Review existing Program outputs and indicators so as to ensure that they are appropriate and realistic, and if required suggest changes to line management.
- Develop Program start up plans in consultation with Program staff, line management and local government partners. Following program initiation, develop regular (monthly) implementation plans and reports.
- Establish and implement Program monitoring and evaluation systems in order to provide regular information on progress towards objectives and assess the impact of the Program.
- Provide technical assistance and support to Program and counterpart staff as required.

#### **Financial/Asset Management**

- Use established program financial management and monitoring systems that are compatible with Country Office policies and procedures.
- Authorise all necessary Program site expenditure within CO "Limits of Authority" table and ensure that Program expenses are kept to a minimum consistent with sound administrative and financial practices.

- Ensure that Program suppliers and locally paid staff are paid promptly and adequately through liaison with Country Office finance staff.
- Ensure that Program expenditure is being coded correctly and consistently (that is allocated to correct budget lines) and that donor funds are used solely for the purposes for which they were granted and in accordance with relevant IHO CO and donor guidelines.
- Establish an asset register for all assets purchased by or provided to the Program in line with standard IHO CO policies.
- Ensure monthly Program expenditure reports are submitted to the CO finance office for the month's expenditures and provide receipts linked to these reports as and when transport is available.
- Check monthly Program financial report for accuracy and appropriateness. Regularly discuss with Finance Manager concerning financial reporting issues, errors, trends, payment delays and related matters.
- Monitor expenditure on a monthly basis against the approved budget. Review expenditure projections to ensure that expenditure stays within budget. Significant actual or anticipated expenditure variances against the budget should be included in the monthly report to line management together with any recommendations for changes to the budget.

### **Contract Management**

- Should be aware of the IHO CO Contract Management Policy.
- Ensure that contractual compliance obligations to the donor are understood and adhered to, by all relevant Program staff.
- In the event of any urgent and serious matters, provide immediate reports to line management whichever or Country Director.

Such matters of significance may include:

- Personnel/staff,
  - security,
  - financial or asset control,
  - program performance,
  - legal problems,
  - events likely to gain adverse publicity, and or any other matters felt to be of significance by the Program Manager.
- Assist line management to meet all donor, relevant reporting requirements in a timely manner.
  - Ensure that any necessary changes to the program design, objectives, outputs or budget are identified and brought to the attention of line management in a timely manner
  - Ensure the effective management, maintenance, security and legitimate usage of all program facilities, vehicles, personnel and equipment.

### **Personnel Management**

- Develop, define and maintain updated job descriptions for all relevant Program staff, which clearly delineate the roles and responsibilities of each staff member.
- Work with line management and Administration Section regarding the recruitment of staff for all program positions including short-term consultants. Ensure that IHO's recruitment procedures and equal opportunities policy are followed.
- Ensure that all staff clearly understand their roles and responsibilities. On the basis of their job descriptions monitor staff performance and provide constructive feedback to staff in line with IHO CO Performance management procedures.
- Identify the key skills required by all Program staff to effectively fulfil their designated roles and where necessary suggest or plan staff training to fulfil such needs as well as provide on the job training and coaching/mentoring.
- Assist all Program staff to have access to training in order to develop their skills beyond the requirements of their current position.
- Actively assist national staff, in particular women, assume greater responsibility within program activities and 'foster' their long-term professional development.
- Ensure that staff participate in the development of program weekly/monthly work plans.
- Ensure that the provisions of IHO COs Staff Policy are being complied with. In particular, ensure that working hours, annual, sick leave and other leave provisions are being applied and liaise with the Admin. Section regarding

relevant staffing issues.

- At all times ensure the safety and security of all Program staff in line with IHO COs policies and procedures.
- All staff members understand and abide by the IHO Prevention of Sexual Exploitation and Abuse (PSEA) / Child Protection (CP) Policy. All staff must sign the relevant Code of Conduct. Staff are required to report any suspicions of exploitation and abuse of children and vulnerable people via established internal mechanisms. All staff must adhere to IHO's zero tolerance policy for sexual exploitation and abuse of children.
- Responsible for creating a culture of reporting any suspicions of sexual exploitation and abuse. The staff member is responsible for preventing and responding to sexual exploitation and abuse, including the review of PSEA/CP reporting mechanisms in accordance with IHO's Code of Conduct and internal/ external policies.

### **Government Liaison/External Relations**

- Establish and maintain positive working relationships with other institutions involved in the program. This should include regular contact to ensure they are fully and appropriately involved in the Program.
- Establish local procedures in order to liaise effectively with local government institutions. This may include such things as:
  - Planning
  - Implementing
  - Reporting
  - Budget expenditure and acquittal
  - Monitoring and evaluation
- Any other aspect that requires local government understanding and support for effective program management.
- Assist line management to meet all required reporting requirements both narrative and financial promptly.
- Comply with host government priorities and policies where these complement (are consistent with) with the IHO CO Mission and Vision as well as with donor contractual obligations and the need to ensure program quality.
- Facilitate and provide the opportunities for counterpart staff and agencies to be aware of and learn from the implementation of all aspects of the Program.
- Develop, maintain and strengthen relations with other agencies working in the same geographic or technical area
- Undertake all areas of responsibility in a professional manner and in a way that enhances the reputation of the Program and the reputation of IHO.

### **Policy Development.**

Actively contribute when requested, to the development of the IHO country office and IHO policies and procedures on all matters.

Where appropriate, contribute actively to the national development policy debate through participation in seminars, meetings etc.

Key Internal Contacts

Program staff and CO personnel

Key External Contacts

Donor/Program stakeholders/Host government/UN agency

Reporting Lines

To be determined subject to the specific nature of the program. Likely report Assistant Country Director or Program Manager.

Selection Criteria

### **Core Competencies**

- **People Skills:** Ability to work independently and as a team player who demonstrates leadership and is able to support and train local and international staff and also able to work with disaster affected communities in a sensitive and participatory manner.
- **Communication Skills:** Well developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of IHO. This includes effective negotiation and representation skills.
- **Integrity:** Works with trustworthiness and integrity and has a clear commitment to IHO's core values and humanitarian principles.

- Resilience/Adaptability and flexibility: Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner.
- Awareness and sensitivity of self and others: Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessment particularly in high stress and high security contexts.
- Work style: Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.
- Knowledge and skills: knowledge of IHO policies and procedures, Sphere and the Red Cross/ NGO Code of Conduct. Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills.

**Technical Competencies** required for this position

- A minimum of 5 years' experience program management and implementation within an INGO or related environment, an expectation of at least 2 years applied in-country.
- Ability to develop and foster external organizational relationships and applied representation skills.
- Readiness to work with people of all backgrounds without bias.
- Ability to coach and mentor staff in a cross cultural environment.
- Advanced written and spoken English Language skills.

**How to Apply:**

Applications should include updated Curriculum Vitae (CV) and cover letter. In the cover letter (of no more than two pages), the candidate should briefly describe his or her motivation for the position and highlight relevant experience.

The above documents can be delivered to IHO Head Office, Bilfam road TongPing, Juba-South Sudan, Or sent in soft copy to: [jobs@ihosavinglives.org](mailto:jobs@ihosavinglives.org)

Only shortlisted candidates will be contacted.

**THE CLOSING DATE FOR RECEIPT OF APPLICATIONS IS 21.04.2023**

Due to the urgency of these roles, IHO reserves the right to shortlist applications prior to the closing date.

**Note: Female candidates are encouraged to apply.**

**Only South Sudanese can apply**