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international

JOB ADVERTISEMENT

DEPUTY EMERGENCY PROJECT MANAGER

Duty station: **JUBA (With frequent travel to ERRM Field locations)**

Number of positions: One (1)

Date Issued: 06/11/2026 **Category: C1**

I. Presentation of organisation:

SOLIDARITES INTERNATIONAL (SI) is an international humanitarian organization which for more than 40 years has been providing Assistance to 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 notask for renumerations take part in a recruitment process.

GOAL / PURPOSE:

- The Deputy Emergency Project Manager for participates in the operationalisation of the project cycle phases under the responsibility of their line manager.
- With the help of the team they supervise, the Deputy Emergency Project Manager contributes to the timely execution, quality and compliance of the activities under their responsibility with national, international, SI and donor standards and requirements.
- As a deputy, they may be required to act as a partial or total substitute for the Project Manager (PM) in their absence.

RESPONSIBILITIES AND TASKS:

MINISTRY OF LABOR
06 NOV 2026
REPUBLIC OF SOUTH SUDAN

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solidarités international

06.11.2026

STRATEGY

- In close collaboration with and at the request of their manager, participates in defining the multi-year strategy, its annual review and annual programming based on feedback and evidence collected throughout the project cycle (*evidence-based*).
- In close collaboration with and at the request of their manager, participates in the development of the relevant sectoral strategy and internal procedures in line with the association's policies.

ASSESMENT AND PROJECT DESIGN

- Participates in the preparation, implementation and drafting of situation analysis reports and needs assessment.
- Participates in the design and financial, human and logistical planning of projects to be implemented.
- Collects and contributes to the analysis of data for the identification of protection risks and proposes and implements measures to mitigate these risks in projects.
- Collects and contributes to the analysis of data for environmental assessments, and proposes and implements environmental mitigation measures in projects, based on the risks identified.
- Writes the technical chapters (including the logical framework) and appendices required for project proposals and amendments.
- Proposes new projects based on identified needs (concept note).
- Proposes new approaches, innovative activities, or research initiatives aimed at improving the quality of SI projects.
- Proposes potential partnerships to be established, whether technical, academic, or implementation related.

IMPLEMENTATION AND OPERATIONAL MONITORING

- Ensures the smooth running of the project cycle in accordance with SI strategy and programming, SI and country requirements, SI procedures and donor criteria.
- Contributes to the planning and supervision of the implementation of the projects concerned, in close coordination with the MEAL, administrative, financial, HR, logistics and security departments (MEAL plan, budget monitoring, cash flow requests, purchasing plan, recruitment, etc.) and the functional manager (Emergency Coordinator or line manager).
- Contributes to the systematic integration of cross-cutting themes (environment and climate, cross-cutting protection, public health and market-based approach); and, where relevant, to multisectoral integration (internal and/or external).
- Contributes to consistency and synergies between projects, where relevant.
- Uses SI management and monitoring tools, adjusts them and creates new ones with the aim of ensuring agile implementation and adequate monitoring, in close collaboration with the departments mentioned above.
- Contributes to steering the learning cycle of the projects concerned, in close collaboration with the PM.
- Participates in assessing the relevance of activities carried out, the effectiveness of interventions and their suitability considering changing circumstances and the needs of the population.
- Proposes adjustments and developments necessary to maintain the relevance and quality of programmes.
- Anticipates and communicates difficulties related to implementation and facilitates the resolution of programme-related difficulties, in close collaboration with the PM.
- Makes regular field visits.

REPORTING, COMMUNICATION AND REPRESENTATION

- Contributes to internal reporting, in accordance with SI formats and requirements.
- Contributes to reports and annexes required by donors.
- On delegation from their manager, acts as focal point (reporting, communication, etc.) in the event of an implementation partnership.
- Participates in identifying and maintaining a local operational communication network with key stakeholders (local authorities, civil society organisations, etc.), in close collaboration with their manager.

MINISTRY OF LABOR
06 NOV 2026
REPUBLIC OF SOUTH SUDAN

solidarités international

06/11/2026

- On delegation from the Programme Manager, represents SI at meetings and forums concerning programmes at their place of assignment.
- Participates in drafting administrative documents in conjunction with government authorities, communities and partners (MoU, project handover, etc.), in close collaboration with the PM.
- Reports, in accordance with the procedure in place, any information on the security context or any event that could have a potential impact on the safety of teams and SI activities.

CAPITALISATION AND CLOSURE

- Contributes to the dissemination of SI technical documentation and the archiving of all key programme documents.
- Participates in the drafting and sharing of capitalisation documents in accordance with SI tools and established procedures.
- Contributes to the closure of programmes with the assistance of all stakeholders (support departments, partners, target communities, local authorities, etc.), in close collaboration with the PM.
- Drafts and shares their handover report before the end of their employment contract.

MANAGEMENT

- Responsible for the proper implementation of HR policies and processes to ensure that the number of people and the sum of knowledge required for the activities for which they are responsible are available:
  - Analyses, quantifies and qualifies the human resource needs of their team.
  - Recruits and ensures the integration of the team for which they are responsible.
  - Evaluates the performance of their team members.
  - Trains and supports team members.
  - Leads and communicates with their team.

INTERNAL CONTROL

- Is responsible for the compliance of the documents they produce

FILING AND ARCHIVING

- Is responsible for filing and archiving the documents they produce in accordance with internal procedures

FIGHTAGAINST ABUSE

- Creates and actively collaborates in the implementation of a working environment that prevents inappropriate behaviour.
- Participates in communicating the existence of SI's ethical framework.
- Respects at all times the protection of information exchanged in the context of a report and its processing.
- Implements measures to mitigate the risk of abuse.

PARTNERSHIPS

- May contribute, in line with their role and responsibilities, to the verification of SI implementation partners.
- May contribute to the implementation of a plan to support and strengthen SI partners
- May participate in the requirements for monitoring the actions of partners in relation to their job and responsibilities

This list is not exhaustive and other related tasks (within the scope of the position) may be assigned at the request of the line manager.

III. Required Qualifications and Professional Experience:

- Bachelor Degree in related fields, Water engineering,Public health,

MINISTRY OF LABOR
06 NOV 2026
REPUBLIC OF SOUTH SUDAN

Solidarités International

06.11.2026

- Written and spoken fluency in English is mandatory, knowledge of the local language is an added advantage
- 3 to 4 years previous experience working in a similar position with NGO
- Adaptable, flexible, good in working in a team

Line manager: Program Manager

Contract: Six (6) Months fixed-term contract, extendable subject to performance & Funding.

Working hours: From Monday to Friday 7:30-4:30PM. Some flexibility can be expected from the employee.

Basic salary: according to SI salary scale

Position open to **All South Sudanese** applicants.

If you fit the above description, please submit your application (CV, cover letter, photocopies of diplomas, certificates of employment etc....) with the subject line indicating the professional referees in your Email to the following email address Juba.adm.recruitment@solidarites-southsudan.org

You can also drop in your hard copy documents to **Solidarités International office** Hai Cinema; Plot No. 123; Block AX 111 - Juba - South Sudan

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

Deadline for submitting applications is: 25/11/2026. Any Application sent after this date will not be considered.

Female Candidates are highly encouraged to apply

MINISTRY OF LABOR
06 NOV 2026
REPUBLIC OF SOUTH SUDAN

06-11-2026

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