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Approved by  
mol 13/5/22  
N.H.H.  
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**Head Office: Jebel Kujur – Next to Toyota Service Center,  
P.O Box 308 / +211-927222333  
Juba – South Sudan**

### **EXTERNAL ADVERTISEMENT**

*Humanitarian and Development Consortium (HDC) is a legally registered National Non-Governmental Organization (NNGO) operating across seven (7) states out of (10) states in South Sudan. Within the seven (7) states, HDC is working with the Refugees, IDPs, returnees and Host communities to improve their livelihoods of needy people, enable them realise their potential and enjoy dignified lives. It also provides protection to the most vulnerable individuals with specific needs. It endeavours to promote human dignity and create peaceful environment for individuals to realize their full potential. It is in this framework, that HDC is to recruit*

<b>JOB TITLE:</b>	<b>Programme Manager ( 1 )</b>	<b>Duty station</b>	Malakal
<b>REPORTS TO:</b>	Head Of Programs		
<b>CONTRACT PERIOD:</b>	Six (6) Months with possibility of extension	<b>TYPE:</b>	<b>Full-time</b>
<b>OPENING DATE</b>	13 <sup>th</sup> May, 2022		
<b>DEADLINE OF SUBMISSION:</b>	2 <sup>nd</sup> June, 2022		
<b>NATIONALITY</b>	South Sudanese		

#### **Scope of work**

Humanitarian and Development Consortium (HDC)'s Programme Manager will ensure an overall leadership, administration and supervision of the activities implementation. He/she will also create conducive working environment which promotes healthy employee's relationship and with organization. Promote team spirit to ensure high performance among the staff and provide solution to identified issues. Programme Manager will assume the responsibilities for the successful delivery of overall proposed projects and activities, coordination of the programme's projects and management of their inter-dependencies. To take charge of daily operations of the organization in the area of assignment reporting to Head of programs.

#### **Duties and Responsibilities**



- ❖ Manage daily operations of the of field office to meet organizational mission, vision and goals;
- ❖ Oversee employee work on a daily basis to ensure adherence to organizational standards, policies and guidelines;
- ❖ Ensure planning and designing the programme and proactively monitoring its progress, resolving issues and initiating appropriate corrective measures;
- ❖ Facilitate the appointment of individuals/staff to the project by ensuring that the recruitment processes are well followed, documented and implemented;
- ❖ Ensure the delivery of services from the project to its appropriate quality on time and within the budget, in accordance with work plans;
- ❖ Ensure there is allocation of staff to all the projects to enhance project activities implementation on timely manner;
- ❖ Ensure risks management to the programme's successful outcome;
- ❖ Initiating extra activities and other management interventions wherever gaps in the programme are identified or issues arise;
- ❖ Oversee employee work on a daily basis to ensure adherence to organizational standards, policies and guideline;
- ❖ Supervise and guide a team of professionals to maximize effective and efficient delivery of service to the needy people/ beneficiaries among the host and IDP communities;
- ❖ Conduct meetings regularly with employees to ensure the encouragement for efficient and effective performance and address the issues of the staff at workplace;
- ❖ Develop safe and positive work environment for the staff;
- ❖ Ensure beneficiaries satisfaction by delivering timely and quality services;
- ❖ Develop strong working relationship with partners and potential donors for new funding opportunities within the assigned area;
- ❖ Analyse project budget and expenses to find opportunity for cost effectiveness and activities implementation;
- ❖ Develop activities work plan for optimal use of resources and implementation of project activities;
- ❖ Oversee Human Resources activities such as interviewing, recruitment processes, documentation, training of staffs and increase visibility within the assigned area;
- ❖ Organize regular meetings with management to discuss about projects implementation updates, issues and funding opportunities;
- ❖ Train staff on code of conduct, policies and evaluate employee's performance and develop individual development plans;
- ❖ Address beneficiaries, stakeholders, government agencies and local authority's issues and queries in accurate and timely manner;
- ❖ Track employee's activity to include successful completion of designed task;
- ❖ Liaise with senior managers to coordinate and report on ongoing issues and activities implementation;
- ❖ Identify organizational or employees related issues and create effective solutions



- ❖ Perform other duties and responsibilities relevant to the assignment and mandate of the organization.



### **Requirements:**

- ❖ Bachelor Degree in management/ Project Planning and Management and preferably masters in other relevant qualifications
- ❖ At least (5) years' experience in as Programme Manager with Humanitarian Organisations
- ❖ Hardworking, committed and focused.
- ❖ Excellent in English writing skills and fluent in Arabic & Local languages.
- ❖ Willingness to work in remote areas

### **Skills required**

- ❖ Exceptional Communication and interpersonal abilities
- ❖ Excellent organisational and leadership abilities
- ❖ Excellent Problem- solving abilities
- ❖ Knowledge of performance evaluation
- ❖ Excellent reporting skills
- ❖ Excellent knowledge in computer softwares

**“POSITIONS ARE FOR SOUTH SUDANESE NATIONALS ONLY”**

### **INTERESTED QUALIFIED APPLICANTS:**

Send the followings in an envelope to HDC office at Rock city next to Toyota Service Centre in Juba Or send to [info@hdcafrica.org](mailto:info@hdcafrica.org) before 5PM on Thursday 2<sup>nd</sup> June, 2022.

- 1) **Cover Letter/ application letter**
- 2) **Detailed CV**
- 3) **Reference/Recommendation Letters from previous employers**
- 4) **Copies of Education Certificates**
- 5) **Copy of National ID**

**NB:** Females candidates are highly encouraged to apply for the positions. BE ADVISED: *Do not submit original certificates / diploma / documents. However, you may be asked prior to the interview process to bring the original documents / certificates / diploma with you for verification. Be reminded that the submitted application documents are not refundable.*

**- ONLY SHORT LISTED CANDIDATES WILL BE CONTACTED**

**HDC is an equal opportunity employer and qualified women are encouraged to apply.**

