



Approved by Director Lesang  
office in Dhaka.  
warrap state in Africa

## VACANCY ANNOUNCEMENT- DEPUTY PROGRAM MANAGER BASED IN ALEK FIELD OFFICE

Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in 8 countries; Kenya, South Sudan, Cambodia, Tanzania, Uganda, Ethiopia, Haiti and Somalia. Action Against Hunger-USA has approximately 2000 staff based in the various country offices, Head Quarter in New York City and Operational Centre in Nairobi. Additional growth is anticipated.

Action Against Hunger USA is currently looking for a qualified South Sudanese National to fill the position of Multi-Sector Deputy Programme Manager -01 position

Position open date: July 26, 2021

Closing date: August 09, 2021

Expected Start date: September 1, 2021

Contract Duration: 12 Months

Location: Alek Field Office- Warrap State, South Sudan

### PURPOSE AND SUMMARY OF THE POSITION

Under supervision and guidance of Head of Base, Heads of Department and close collaboration with sectors Program Managers provide support in operationalization of programs in the Mission through technical support, building capacities of staff and liaise with the focal points at state level for efficient management and functioning of program/services on ground.

The Deputy Multi-sectoral Program Manager position is charged with implementing the Action Against Hunger South Sudan Nutrition, WASH, FSL and Gender technical strategy, manage current projects and identify new, creative and innovative opportunities for WASH, Nutrition, FSL, Health and Gender programming.

### TASK & RESPONSIBILITIES

Key to the role is overseeing quality and timely implementation of Nutrition interventions to ensure continuity of effective service delivery and save lives.

The Multi-Sector Deputy Programme Manager is responsible for overseeing the planning and implementation of ACF Multi-sectoral programmes activities and the management of the grants funding projects. As such, he/she is accountable in ensuring support to:

- ❖ Lead the sector in the absence of the program manager (WASH PM, FSL PM, GBV and NUT PM)
- ❖ Develop and submit the work plan and update on monthly basis;
- ❖ Identify gaps/needs on program activities and training and implement accordingly;
- ❖ Make close follow-up on program implementation and track the quality indicators;
- ❖ Organize and conduct regular monitoring & evaluation;





- ❖ Organize monthly or need based meetings with the team and report the outcome;
- ❖ Review the daily and monthly reports of the team and compile; If there is a problem, find out what went wrong and find a solution or else contact your immediate supervisor;
- ❖ In case of a conflict between team members be able to mediate;
- ❖ Participate on staff appraisal;
- ❖ Help the program managers in any task, when required
- ❖ Provide support to the WASH teams in running and supervision of water, sanitation and hygiene programs at all stages of the Project management cycle.
- ❖ Support WASH teams in developing a program plan, ensure its smooth implementation, and manage the teams performance of Project tasks and activities that may include, but are not limited to :
- ❖ Track the progress of activities, collection of program indicators and provide on-time internal status reports and external donor reports
- ❖ Identify and monitor risks, constraints or escalating issues, and inform the hierarchy accordingly.
- ❖ In collaboration with program managers and officers collect, organize and update all program data and information and ensure they easily accessible; and that lessons learnt and best practice are capitalized.
- ❖ Coordinate with other technical departments to optimize a common approach, synergy and sharing of information.
- ❖ Represent Action Against Hunger externally and collaborate/coordinate with local authorities, clusters, State level ICCG, counterparts, partners and stakeholders.
- ❖ Manage the project officers in collaboration with Program managers, Medical Officer and WASH/FSL/Nutrition/Gender Officers (in case of the absence of WASH/FSL/Nutrition/GBV Manager) and gender officers through definition of objectives that will help him/her reach his/her full potential and achieve the objectives of the program.
- ❖ Build capacity of the program teams on monitoring and reporting indicators and data management (WASH, FSL, GBV and Nutrition)
- ❖ Support in development of job descriptions of program team on ground (technical component), as well as, development of interview guides.
- ❖ Coordinate with HR department in the recruitment and on boarding of qualified program project staffs and volunteers in collaboration with Program managers
- ❖ Conduct staff appraisals on the technical competencies, jointly with project Officers.
- ❖ Build the capacity of Project Officers on administrative tasks of planning, organizing, supervising, budget management, implementation of a nutrition program, monitoring, evaluation, report writing, data management, communication, proposal writing, human resource management, conducting assessment and surveys. .





- ❖ Work closely with Program manager/Head of Base and or Heads of Department to prioritize program/project team training objectives.
- ❖ Conduct weekly meeting with program/project teams and share minute/action points to the team, and monitor the implementation of the action points.
- ❖ Oriented and train newly recruited staff are on important gender related policies, standards and code of conducts that AAH South Sudan Mission is abided with
- ❖ Coordination of the programs with Emergency programs and among the staff of each department on various areas including training, resource use, data collection and analysis,
- ❖ Promote and facilitate the integration of WASH, NUT, FSL, Health and GBV
- ❖ In the absence of program manager oversees WASH, Nutrition, GBV and FSL projects and team,
- ❖ Coordinate with national office and other Bases for sharing of relevant information, best practices, knowledge and experience, resources, etc.
- ❖ Reinforce collaboration with SMOH, donors and other partners at the state level.
- ❖ Actively participate in state level clusters and humanitarian coordination meetings in coordination with the Head of Base and Nutrition Head of Department.
- ❖ Advocate with staff, partner and government for support of gender related activities and including gender mainstreaming in respective programs.
- ❖ Represent AAH in relevant gender related forums and networks for knowledge sharing and dissemination of good practices on gender related mainstreaming.
- ❖ Perform any other duty as requested by line managers.

- ❖ Program Director: functional relationship – technical supervision and support – exchange of information
- ❖ Program manager: hierarchical relationship, reporting lines, support.
- ❖ Others Programme staff: exchange of information and coordination with other programs to maximize the impact of activities.

Local Authorities and Partners: exchange of information, coordination, training.

**GENDER EQUALITY COMMITMENTS**

- ❖ Lead in collaboration with program managers programs/ projects implementation in the project base and sites maintain Gender Minimum Standards (GMS) as stipulated by AAH Network Foster an environment that supports values of women and men, and equal access to information,
- ❖ Provide a work environment where women and men must be evaluated and promoted based on their skills and performance
- ❖ Respect beneficiaries’ women, men, boys and girls regardless of gender, sex orientation, disability, religion, race, color, ancestry, national origin, age or marital status
- ❖ Value and respect all cultures,
- ❖ Promote and uphold the PSEA policy and procedures.





## REPORTING RESPONSIBILITIES

- ❖ Ensure timely preparation of weekly, monthly, quarterly and annual reports (both quantitative and narrative; internal and external/donor) on programs activities
- ❖ Support Program data Officer at base level in review, compilation and analysis of programs reports
- ❖ Supervise inventory and stock reports for stabilization centre and nutrition sites
- ❖ Preparation of other reports as needed

## POSITION REQUIREMENTS

### QUALIFICATIONS

- ❖ Master's degree in Public Health, Civil Engineering, Geology or related fields
- ❖ At least 3 years of experience in Multi-sectoral management preferably WASH NUT, FSL and GBV/gender,
- ❖ At least 2 years of experience in humanitarian field of work (mandatory)

### SKILLS & EXPERIENCE

ESSENTIAL	<ul style="list-style-type: none"><li>❖ 1-2 years' experience in multi-sectoral project Cycle Management</li><li>❖ Flexible attitude with experience in relief or development settings</li><li>❖ Good reporting skills</li><li>❖ Responsible, professional and organized</li><li>❖ Strong initiative, supervision ability and team oriented Familiarity with gender equity and equality issues in nutrition, WASH and FSL sectors in humanitarian context,</li><li>❖ Good management and representation competencies</li><li>❖ Ability to analyse data and produce quality graphs and reports,</li><li>❖ Easily integrate with remote areas living conditions</li><li>❖ Experience with ACF-USA or other international/national organization engaged in nutrition activities is highly desirable</li></ul>
REFERRED	<ul style="list-style-type: none"><li>❖ Relational qualities, Flexibility, Dynamism, Creativity,</li><li>❖ Ability to analyse data and produce quality graphs and reports,</li><li>❖ Easily integrate with remote areas living conditions</li><li>❖ Experience with ACF-USA or other international/national organization engaged in nutrition activities is highly desirable</li></ul>

To apply, please! Send your cover letter and CV with three professional References to [recruitment-alk@ssd-actionagainsthunger.org](mailto:recruitment-alk@ssd-actionagainsthunger.org) copying [recruitment@ssd-actionagainsthunger.org](mailto:recruitment@ssd-actionagainsthunger.org) specify Nutrition **Multi-Sector Deputy Programme Manager**; as the title of your email, You can also drop the Hard Copy of your Application Document to our Warrap State Field Office Located in Alek,

The deadline for applications is **Monday August 9, 2021** at 4: 30 pm CAT We do appreciate your interest to work with us; However, Only shortlisted Candidates will be contact,

*"Any Application sent After the Mentioned Deadline will not be considered"*

*"This Position is Open to South Sudanese Nationals Only"*

*"Application sent without the required Documents will be not be considered"*

*"Qualified Female Candidates are encouraged to apply"*

