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VACANCY ANNOUNCEMENT

Job Title	Programs Manager
Location	Juba, with expected field visits.
Duration	12 months
Reporting to	Country Director

Job Summary:

SEA Partners is seeking a dynamic and experienced Programs Manager to oversee the planning, implementation, and management of our programs and initiatives. These include WASH, education, health, agriculture, peace building, child protection, gender empowerment, agroforestry, and church evangelism. The Programs Manager will develop program goals, identify funding sources, create budgets, and evaluate effectiveness. Working closely with the Country Director and other staff members, the Programs Manager will ensure that programs align with SEA Partners' mission and goals, delivering the desired outcomes. The aim is to improve and expand SEA Partners' programs and create linkages with like-minded partners.



Duties:

1. Fundraising Management:

- Plan and manage all fundraising activities.
- Identify and develop funding opportunities in the areas of WASH, education, health, agriculture, tree planting, and church evangelism.
- Develop a donor database, write grant proposals, and respond to donor calls for proposals.
- Represent the organization at donor meetings and follow up on funding opportunities.

2. Sustainability and Business Planning:

- Develop long-term sustainability strategies for SEA Partners.
- Consult with staff to create business plans for income generation.

3. Donor and Partner Engagement:

- Research and build contacts with potential donors.
- Improve organizational communications materials (brochures, blogs, annual reports, etc.).
- Liaise with private agencies, the government, and other organizations for collaborations.

4. Project Compliance and Execution:

- Ensure project activities comply with donor policies and regulations.
- Oversee project deliverables, planning, budgeting, and monitoring.
- Collaborate with partners to ensure smooth implementation and achievement of results.
- Identify risks and prepare mitigation procedures.
- Conduct stakeholder communication to ensure project realization.

Responsibilities:

- Develop and implement programs that align with SEA Partners' mission and values.
- Identify funding sources and create budgets for various projects.



- Build and maintain relationships with program partners and stakeholders.
- Supervise staff and volunteers and monitor and evaluate program effectiveness.
- Integrate programs with the organization's overall strategy.
- Prepare and present reports, stay updated with industry trends, and represent SEA Partners at events.

Reporting:

- Provide regular updates on fundraising, program status, progress, and performance to the Country Director and SEA Partners' leadership.
- Identify areas for improvement and suggest solutions.
- Communicate key metrics and performance indicators to stakeholders.

Goals and Targets:

- Develop a database of contacts and potential funders.
- Conduct needs assessment surveys to inform program development.
- Write and submit grant proposals to secure funding.
- Launch new programs aligned with SEA Partners' strategic direction.
- Maintain positive relationships with stakeholders and ensure program compliance.
- Continuously improve program effectiveness through regular evaluations and data analysis.

Qualifications:

- Possession of a university degree, with a preference for a Master's, from an accredited institution in fields relevant to SEA Partners' thematic initiatives.
- Proven experience in fundraising and effective fund management within South Sudan.
- Hands-on experience in program management, Monitoring and Evaluation, staff supervision, and proficiency in grant writing and report preparation skills.



Personal Skills Required:

- The applicant must be a devout and born-again Christian with exceptional integrity.
- Must have a practical knowledge of project cycle management.
- Exhibit strong analytical and problem-solving abilities.
- Demonstrate excellent interpersonal, communication, and negotiation skills.
- Show proficiency in planning, analysis, and organization.

How to Apply:

Interested applicants must submit the following:

1. CV.
2. Cover letter.
3. Scanned relevant documents.

NOTE:

- No canvassing will be tolerated.
- Applicants are expected to indicate their salary expectation.
- Only short-listed candidates will be notified for personal interview.

Send your application to info@sea-partners.org before 28th June 2024.

