



**Rift Valley Institute  
Job Advert  
Head of South Sudan Office**



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*[Signature]*  
11-10-2023

**Background:**

The Rift Valley Institute (RVI) is an independent, non-profit organisation working in eastern and central Africa since 2001. The Institute works at the interface between research, policy and education. The aims of the Institute are to advance understanding of the region and its diverse communities, connect local knowledge to social and political action, defend freedom of information and promote social justice through action-oriented research, field-based training, and public information. A UK-registered charity, RVI has offices in Nairobi, Juba, Hargeysa, Addis Ababa and London. RVI has worked in South Sudan since 2001 and is registered with the Southern Sudan Relief and Rehabilitation Commission.

With support from Imatong Employment Solutions (IES), RVI is working to identify a new Head of South Sudan Office.

**Title of position:** Head of South Sudan Office

**Employment type:** Permanent contract, fulltime employment – national or international

**Location:** Juba, South Sudan, with regional travel (subject to negotiation)

**Announcement date:** 11 October 2023

**Closing date:** 31 October 2023

**Job Purpose:**

The Head of South Sudan Office (HoSSO) leads the development, management and implementation of projects in South Sudan, Sudan and regionally that support the delivery of RVI's development strategy, its commitment to original and ethical research, its support for African researchers and voices, and access to public information. The HoSSO deploys the resources of the Institute in a way that maintains RVI's reputation for excellence and reliability as a partner in development and ensures the safety of staff and assets.

**Reporting Structure:** This role reports directly to the Executive Director (ED) and manages staff and consultants in South Sudan and transregional projects.

**Key Working Relationships:**

- Interacts regularly with the Executive Director and Heads of Finance and Organisational Development
- Collaborates with the finance team in the development and management of budget and financial reporting
- Works closely and Collaboratively with all RVI Programme Managers and is a member of the Management Team.
- Engages externally with RVI donors, partners and stakeholders in South Sudan and beyond as required.
- Engages with transregional programmes and partners beyond South Sudan



## Scope of the Role

- Is the representative of RVI and leads RVI's development strategy in South Sudan, Sudan and through transregional programmes.
- Manages relations with consultants and researchers working with RVI in South Sudan
- Accountable for ensuring RVI complies with all legal and financial regulations in South Sudan.
- Responsible for the security and safety of the South Sudan staff and office.
- Overall responsibility for managing RVI's South Sudan programmes, and accountable to donors, researchers, and partners.
- Promotes RVI's visibility in South Sudan
- Manages the performance of staff in the South Sudan office and their development.
- Actively engages with donors to raise funds for the South Sudan programmes
- Manages a functional office that meets the needs of the Institute in South Sudan.
- As requested, takes on cross-organisational responsibilities particularly relevant to RVI's work in South Sudan.
- Contributes to organisational leadership and decision-making as a member of the Management Team and collaborates with Executive Management Team on specific issues.
- Supports the overall advancement of RVI's strategy in particular by scoping opportunities in Sudan, contributing to the regular review of strategy and effectively inputting to annual plans and review processes.

## Responsibility for Resources:

- Financial oversight of all RVI South Sudan projects and two trans-regional projects.
- Manages South Sudan staff and office.
- Manages consultants.

## KEY RESPONSIBILITIES

- Programme Development and Management (60%)
- Resources and Financial management (10%)
- Personnel and Office Management (10%)
- Security Management (5%)
- Public Relations and stakeholder engagement (5%)
- Education and Training and Public Information (5%)
- Knowledge Management (5%)



The responsibilities of the role may change over time which require changes to the job description. Any proposed changes will be discussed in advance.

## PERSON SPECIFICATION

### Values

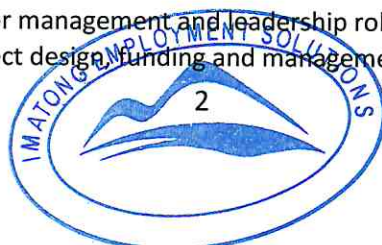
- Commitment to RVI's values, vision, aims and ways of working.

### Knowledge & Qualifications

- Master's degree in international development or a relevant social science discipline
- Proven knowledge of the South Sudan operating context
- Proven knowledge of managing research projects

### Experience

- Progressive experience in senior management and leadership roles.
- Successful track record of project design, funding and management.



- Track record of working with and mentoring national researchers and research institutions.
- Experience in a flexible and participatory approach to management.
- Experience of prioritising a high workload and multiple tasks in a fast-paced environment.
- Experience managing national and international consultants working in Juba and globally.
- Experience in mentoring and supporting the professional development of staff.

#### Skills & Abilities

- Ability to think strategically and creatively.
- Ability to manage people through regular and annual performance and development review management.
- Proven ability to build positive and collaborative relations with consultants, partners, donors, academics, and communities etc in South Sudan.
- Create a positive, open working environment with room for growth for all the staff.
- Build positive, open communications with colleagues in other offices – seeks opportunities for cross-collaboration with other programmes in South Sudan and elsewhere.
- Good writing skills.
- Willingness to travel.
- Ability to work in another regional language (Arabic, Swahili, French) would be an advantage.

#### HOW TO APPLY

Applications should be submitted by email to [info@imatongemploy.com](mailto:info@imatongemploy.com) or in hard copies to the RVI office in Juba through the following address:

RVI South Sudan  
 Hai Kuwait Residential Area  
 Off Bilpam Road  
 Opposite Nile Hope  
 Juba, South Sudan

Applications must include the following:

- A **full CV** (no more than two to three pages)
- A **cover letter** supporting your application outlining your **motivation, experience, and knowledge relevant for the position** (no more than two pages)
- The **name, email address and telephone numbers of two professional referees**, one must be your most recent supervisor.

This is a re-advertisement. Only shortlisted candidates will be contacted.

