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# CRADA

Restore Hope & Dignity. Alleviate Suffering

## JOB SUMMARY:

**Position: Programs Director**      **Posted: 19<sup>th</sup> Oct, 2021, Deadline: 05<sup>th</sup> Nov, 2021**

The Programs Director (PD) reports technically and directly to Country Director (CD)

Development. The incumbent is responsible for the development and implementation of a complex, multi-donor, multi-sector program in the country of operation. In addition, the Programs Director supports the Country Director in resource mobilization and setting the strategic direction for the Country Office.

As member of the Senior Leadership Team, the purpose of this position is to lead and direct the overall programming of CRADA in South Sudan ensuring efficiency, effectiveness and relevance of all programs and projects given the various & changing contexts or landscape and available resources. The Programs Director ensures that all programs and projects are contributing to child well-being, CRADA country strategy and CRADA partnership strategy.

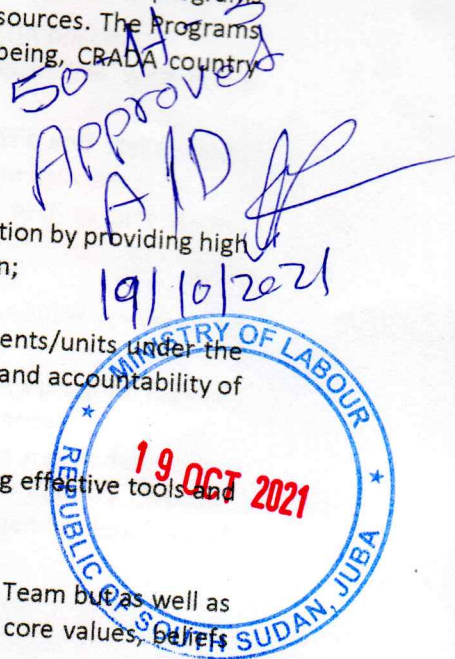
## Objectives of this position:

- **Objective 1:** To raise the level of competence and efficiency of the organization by providing high level of professional expertise to the strategic leadership of the organization;
- **Objective 2:** To provide expertise and directions to Field Offices, departments/units under the scope of responsibility to ensure strategic support, contribution, alignment and accountability of the following to strategic directions of CRADA;
- **Objective 3:** To strategically manage the performance of direct reports using effective tools and defined HR performance management guidelines, systems and processes;
- **Objective 4:** To provide spiritual leadership not only to Program Operation's Team but as well as to strategic leaders of the organization based on biblical principles, CRADA core values, beliefs and Christ-centered Commitments.

## PRIMARY RESPONSIBILITIES:

### Job Responsibility #1: Program Strategic Planning 35%

- Leads the programmatic management of all in country projects.
- Leads the design and development of program strategies and plans with the program team and ensures their alignment with CRADA strategies, in particular, the Country Strategic Plan.







- Ensures that program activities comply with all relevant legislation and professional standards. Ensures the program team stays abreast of the current program goals and objectives and participates in the program expansion plans.
- Ensures the program teams are implementing program activities in line with donor requirements to achieve project outcomes.
- Coordinates the preparation of timely and cost-effective operational plans, budgets and strategic plans with the program team.
- Acts as advocacy manager, in close coordination with the Country Director, ensuring the influence of CRADA on the policies and practices of key stakeholders in line with CRADA's vision and mandate.
- Supports the CD in identifying new funding opportunities and developing project proposals in line with the Country Strategic Plan.
- Plans programs from start to completion involving deadlines, milestones and management processes.

#### **Job Responsibility #2: Program quality, accountability and reporting 30%**

- Works closely with the Monitoring & Evaluation Team to maintain the internal monitoring, evaluation and learning system of CRADA.
- Oversees the use of program funds in line with donor agreements and CRADA policies.
- Oversees the development and submission of quality narrative reports in line with donor requirements.
- Provides quarterly updates of lessons learned and best practices to CD's and stakeholders ensuring that program lessons are being used to promote improved program delivery.
- Identifies opportunities to develop high quality communications products such as case studies and success stories.
- Conducts regular program monitoring visits to project locations.
- Regularly reviews program implementation against program plans and identifies strategies to address potential bottlenecks and implementation issues.
- Ensures the highest technical quality of CRADA programs, in line with CRADA's program manual, and identifies opportunities for innovation and integration of global best practices.
- Identifies and evaluates the risks associated with program activities and takes appropriate action to mitigate risks in close coordination with other functional leads and the Country Director. Ensures the meaningful integration of CRADA cross-cutting themes such as gender equality and child protection into program design and implementation.

#### **Job Responsibility #3: Program financial management 5%**

- Coordinates with finance team to provide financial training for non-financial staff in effective country program financial management, including procurement, project implementation, compliance and project financial reporting.
- Supports the budget planning processes to ensure that program funds are expended according to procedures and plans.
- Provides quality assurance, from the program perspective, on financial reports and supporting documentation in accordance with funding agreements.
- Ensures that programs operate within the approved budget and coordinates with the relevant office/fundraising Centre to seek necessary clarifications and preapprovals of any major budgetary revisions







**Job Responsibility #4: Team management, compliance and capacity building 10%**

- Communicates the program vision to the program team, leads and directs them toward achieving program goals and objectives.
- Ensures that the program teams have a clear understanding of their roles, responsibilities and accountabilities; supported by clear job descriptions to ensure quality performance.
- Conducts program staffing needs assessment, presents recommendations to the CD and participates in the recruitment of the program team.
- Facilitates the capacity building of program team to ensure they have the appropriate skill levels for their positions and are developing to their full capacity; provides the necessary feedback to the program team and completes their performance appraisals.
- Provides direct support to the program team in the form of systems and tools.
- Implements policies and procedures that guide and support CRADA activities, ensures compliance with CRADA code of conduct, gender and child safeguarding policies.
- Develops and strengthens the program team's understanding of project cycle management.
- Establishes and implements a performance management process for all program staff.

**Job Responsibility #5: Representation and collaboration 15%**

- Builds and maintains highly collaborative working relationships with counterparts in other CRADA offices, including the regional office, national offices and headquarters.
- Facilitates linkages, collaboration and networking with other civil society organizations and government and other relevant institutions to enhance CRADA visibility and program activities.
- Represents CRADA in various platforms and maintains positive relationships with government and other relevant stakeholders regarding CRADA activities.
- Identifies and develops new partnerships with international and local NGOs and Community Based Organizations (CBOs)
- Communicates with clients, including children, and other stakeholders to gain community support for CRADA programs and to solicit input to improve the program.
- Oversees the management of existing partnerships in line with good partnership principles and CRADA policies.
- Ensures ownership of the program by local partners and stakeholders.
- Meets with government representatives, partners' staff, community leaders and children to discuss program improvement as needed.
- Joins the CD in meetings and represents him/her when required.

Job Responsibility #6: Performs other duties as assigned by the CD. 5%

**EDUCATION/TRAINING/CERTIFICATION:**

- Master's degree in social sciences, development studies or other related disciplines OR an equivalent combination of education, professional development and relevant work experience.

**EXPERIENCE:**





- A minimum of 4years' experience managing international development programs and liaising with government officials and donors.
- Proven experience in project planning, proposal development, report writing, resource mobilization, networking, partnership building and working in a relating field (partnership with Civil Societies Organizations).

#### COMPETENCIES / PERSONAL ATTRIBUTES:

- Superior organizational skills and ability to multi-task on a constant basis
- Excellent interpersonal communication skills to build rapport with staff, partners, government officials, donors and community leaders
- Ability to work under pressure meeting deadlines in a fast-paced fluid environment
- Creative and flexible with problem solving skills
- Demonstrated professionalism and diplomacy
- Ability to confidently represent oneself and CRADA to high level officials
- People management particularly coaching and influence management



#### Standard of Professional Conduct

- CRADA employees are required to abide by the values and principles outlined in the CRADA Code of Conduct which are Integrity, Service, and Accountability. In accordance with these values, CRADA operates and implements policies on Beneficiary Protection from Exploitation and Sexual Abuse, Child Safeguarding, Harassment-Free Workplace, Fiscal Integrity, Anti-Retaliation, Combating Trafficking in Persons. Diversity, Inclusion and Gender Equality
- CRADA acknowledges and honors the fundamental value and dignity of all individuals. We are an Equal Opportunity Employer and consider all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, marital status, veteran status or disability. CRADA is also committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including parental leave, gender-sensitive security protocols and other encouraging benefits. Terms and Conditions
- The successful candidate will be contracted for a period of 6 months, with the possibility of extension, depending on satisfactory performance and continued funding availability.

#### How to Apply

All interested applicants are encouraged to apply via CRADA Human Resource Email [hr.crada@gmail.com](mailto:hr.crada@gmail.com), and copy to [crada\\_sudan2003@yahoo.co.uk](mailto:crada_sudan2003@yahoo.co.uk), and [gatdel.riek@crada.africa](mailto:gatdel.riek@crada.africa), or by hand delivery to CRADA offices in Tongpiny by sending resume and cover letter, not later than 05<sup>th</sup> Nov, 2021

CRADA is an Equal Opportunity Employer and values diversity in all areas of its operations. We welcome and encourage diverse applications. Female applicants are encouraged to apply.

**NB: with the nature of this position, applications selection, shortlisting and interviews are conducted as we receive application on first come basis**

