



South Sudan

## JOB VACANCY

50-H-3  
Approved  
Labour Dept  
Sulu



**Position:** Emergency Project Manager  
**Location:** Renk  
**Direct Reports to:** Roving Area Program manager  
**Technical reports to:** Program Director

**Duration:** -3-Months with possible extension

**Vacancy NO.** **RNK-PM-2024-09-10-292N**

### About RI:

#### About Relief International:

Relief International is an international non-profit organization that partners with communities impacted by conflict, climate change and disaster to save lives, build greater resilience and promote long-term health and wellbeing.

People living in fragile settings face complex, interconnected and deep-rooted crises that often tear a hole in the social fabric of communities. When this happens, our teams work closely with community leaders; first focusing on critical health needs, and then, as communities recover, focusing on both health and wellbeing programming that helps reweave the social fabric for greater resilience in the future.

Our team of more than 5,000 staff and local volunteers work in 16 countries across Africa, Asia, and the Middle East, providing Health and Nutrition, WASH (Water, Sanitation, and Hygiene), Education and Livelihoods programming that is safe, truly local, conflict sensitive, climate smart, evidence based, and reaches those in need.

Relief International is a 60-year-old international NGO alliance that is the product of mergers and alliances between four organizations. Today, Relief International is comprised of Relief International, Inc., Relief International-France, Relief International-UK and Relief International-Europe, all of which are led by a single senior leadership team of RI.

### Position Summary:

Matrix Reporting to the Roving Area Program Manager and Program Director- the Emergency Project Manager will provide day to-day technical and management leadership and oversight to the RI's Projects in Renk. This involves the management of all the aspects of the projects which includes, the program cycle management, program human resources management, budget management, program monitoring, representation and networking. The EPM should have strong proposal writing and reporting skills, community engagement and coordination.



The Emergency Project Manager will also have Area Coordination responsibilities. The EPM will act as the key RI representative in Renk, Coordinates with stakeholders including clusters and local authorities, and keeps the RI management updated on humanitarian and development issues in Renk. The role will oversee all aspects of the project to ensure quality implementation and coordination in Renk project office. The roles and responsibilities will include but not limited to program planning, quality and progress monitoring, and budget management, reporting, human resource planning and management, and risk management. The EPM will be expected to actively participate in the program design and development for Renk project office. The role will work in close collaboration with the Program director, Health and Nutrition Advisor, SCO Manager and other key departments.

### **Responsibilities and Duties:**

#### **Program Management**

- Offer strategic program management leadership to the Renk project office
- Under the supervision of the Roving Area manager and Program director, provide planning, programmatic and technical support to the Renk project office.
- Ensure activities are in line with the approved project proposal, budget and implementation plan, communicating issues/problems in advance to project coordinators and preparing course corrections as needed.
- Provide leadership for the assigned projects, working to ensure short and long term impacts and outcomes are successfully achieved and there is a positive impact for the beneficiaries, local authorities and local partners.
- Ensure the programs expenditures are in line with approved budgets, advising on potential under/over spending and recommending appropriate corrective action
- Continuous supervision and monitoring of project activities, regularly evaluating progress of the outputs and targets (through on track/off track assessments) and develop corrective actions in coordination with the Emergency team leader and colleagues to mitigate any delay in implementation.
- Raising PRs based on program procurement plan, spend down plan and detail implementation plan and coordinate with operations department to ensure procurement is received in a timely manner.
- Under the guidance of the PD and Roving Area Manager, work constructively with support teams to ensure sound administrative practices with regards to record keeping and communication/visibility and ensure programs are implemented in compliance with donor requirements through the project lifecycle.
- Actively participate in BVA meetings, program kick off meetings, grant review meetings and grant closeout meetings.
- Draft all technical donor narrative reports and other internal program reports and submit to the respected technical managers and advisors for review



## Program Quality Assurance

- Develop recommendations and guidelines for implementation of quality Health program
- In liaison with the MEAL Officer routinely review existing data collection capacities and help the team to improve data collection and reporting
- Maintain a resource library for the team and keep up-to-date with the latest trends and updates within the target sectors. Ensure relevant technical staffs have access to appropriate information when needed.
- Actively participate in the identification and management of any disaster or epidemics or direct response
- Ensure the project is implemented in line with donor proposals and in accordance with Relief International, donor, country and international standards such as Sphere and HAP standards
- Ensure Accountability mechanisms are implemented and upheld in the project office

## People Management

- Lead in human resource planning and management of all staff under direct management of the project staff
- Create and maintain a work culture based on mutual respect, team spirit, where accountability is promoted, alternative viewpoints are welcomed, and the team strives for excellence, and is conducive to professional growth.
- Promote and instil a focus on capacity building, coaching & mentoring, deepen understanding and ownership of individual roles, and strengthen performance management systems through the implementation of a comprehensive staff development plan in close collaboration with HR
- Promote accountability, clearly communicate expectations, and provide constructive feedback through regular individual engagements and performance reviews

## Area Coordination and Representation

- Provide overall management of Renk County Office ensuring that all program, supply chain, finance and human resources functions are coordinated to support the program
- Ensure RI policies and procedures are followed by all staff in their day to day work
- Act as main representative of RI in Renk county, and regularly liaise with local authorities, UNHCR and stakeholders to support RI work
- Represent RI in key cluster and coordination meetings in Renk
- Actively participate in RI key internal meetings representing projects in Renk, including the monthly Project meetings, BVA and Grants Review meetings and others.
- Provide overall security management leadership to the Renk team in close collaboration with the assigned Safety and access coordinator and Safety and Access manager, and in line with RI security management protocols
- Keep RI Management updated on key humanitarian and development issues in Renk



- Undertake any other duties as delegated by the Roving area manager or Program Director in line with organizational priorities

#### **Qualifications**

- Master's Degree in Public Health or other relevant qualifications
- At least 5 years' experience in managing emergency health and nutrition projects in South Sudan.
- Excellent skills in project management, monitoring and evaluation, people management and report writing skills.
- Experience with project planning and grant management oversight (multiple donors) in humanitarian emergency context
- Previous experience in managing projects supported by UNHCR, PRM, WFP, UNICEF, BHA and ECHO is strongly recommended
- Excellent negotiation/advocacy skills within varying cultural and professional contexts, in particular regarding donors and government officials.
- High level of skill in developing, implementing and training others in the tools needed for program cycle management monitoring and review
- Skilled in, and committed to, community participation/interaction, field visits and presence in program areas
- Practical experience managing staff and programs in insecure locations
- Knowledge of Humanitarian Essentials, Sphere and CHS Standards, protection issues and other international humanitarian guidelines and protocols.
- Fluent and articulate in spoken and written English
- Flexible and ability to cope with basic living conditions in the field in context of humanitarian and under developed countries
- Knowledge of Arabic language is an asset.

*Applicant must not be person who has bad record or has been convicted of Sexual Exploitation and Abuse (PSEA), Sexual Harassment and Child abuse cases.*

#### **We would like to share Relief International's values with you:**

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

#### **Application submission criteria**

##### **How to apply:**

- Aspiring potential interested applicants should submit motivational letter, CV and copies of academic documents in a sealed envelope or email, Subject line clearly marked with



the, with the Vacancy number and the Position Title. to Relief International office in Renk, Juba any RI Office or by Email to; [recruitments@ri.org](mailto:recruitments@ri.org)

- Because this position is urgently needed to be fill, short listing shall be conducted before the deadline/as applications are being received (On rolling basis)
- Only shortlisted applicants will be contacted within two weeks of closing date.
- Note that applications once submitted are not returnable.
- Deadline: **4th October 2024-4:30 pm SSD local time**

