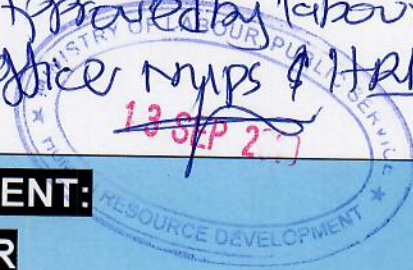


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 Approved by Labour
 office Nyps & HRIS
 13 SEP 2019



VACANCY ANNOUNCEMENT: PROJECT MANAGER

Position: Project Manager for Shelter/Non-Food Items (S/NFI) Mobile
Location: Juba (Roving)
Duration: 5 months
Date of Issue: 13/September/2019.
Date of Closure: 2/October/2019.
Reporting to: Area Coordinator.

1. Background ACTED

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Our interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context. Our 3,300 staff are committed in responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

JOB PURPOSE

The Project Manager leads the implementation of the Shelter/Non-Food Items (S/NFI) mobile project activities and prepares written materials such as, but not limited to progress reports, rapid assessment reports and general project field activities. She/he contributes to the effective and timely completion of S/NFI activities, delivery of quality outputs and achievement with maximum impact for beneficiaries. She/he reports directly to the Area Coordinator and works closely with the CCCM mobile field teams.

CHAIN OF COMMAND

Under the authority of:

- Area Coordinator (Greater Equatorias)

Line Management:

- S/NFI mobile field staff

WORKING RELATIONS

Internal:

- CCCM Project Coordinator
- CCCM Mobile Field staff
- S/NFI Wau field staff
- FLATS Area and Country Teams
- AMEU department

External:

- Beneficiaries
- Donors related to the project
- Relevant national and local stakeholders
- National and international partner organizations
- Suppliers/ service providers / sub-contractors

OBJECTIVES

To implement S/NFI activities in a timely and professional manner, according to objectives, goals and indicators and in line with donor requirements and based on beneficiary needs.

Duties /responsibilities



1. Project Implementation Follow-Up

- a. Prepare the workplan and time schedule for implementing the S/NFI activities
- b. Coordinate and implement day to day S/NFI activities with stakeholders in field ensuring that technical quality and standards are considered and respected during the project's implementation
- c. Participate in the project coordination meetings with the whole project team
- d. Review budget utilization and physical target achievements at least once a month as per work plan
- e. Ensure S/NFI activities are on time, target and budget, using effective M&E systems to reach desired impact
- f. Assist the field staff to trouble-shoot any unforeseen challenges during the project implementation

2. Administration and Operational Management of S/NFI Activities Implementation

2.1 Finance

- a. Forecast monthly cash requirements for S/NFI activities and submit to the FLATS and Area Coordinator

2.2 Logistics

- a. Contribute to the development of Procurement Plans
- b. Send accurate and precise order forms in a timely manner
- c. Ensure a proper management and use of the project assets and stocks
- d. Plan S/NFI team movements based on available fleet and applicable policies

2.3 Administration/HR

- a. Participate in the recruitment of S/NFI technical staff
- b. Ensure that S/NFI staff understand and are able to perform their roles and responsibilities
- c. Follow-up the work plans and day-to-day activities of the S/NFI staff
- d. Manage the project staff in cooperation with the Area Coordinator
- e. Ensure a positive working environment and good team dynamics among S/NFI staff
- f. Ensure the capacity building among staff in S/NFI mobile team

2.4 Transparency

- a. Keep record of all S/NFI activity documents, in particular beneficiary list, completion certificates, attendance sheets, etc

3. External Relations

- a. Undertake communication and liaison activities to actively consult and involve beneficiaries, key informants, actors, partners and stakeholder in all stages of project design and implementation
- b. Cultivate good relations with key humanitarian actors
- c. Ensure that at all times contact with beneficiaries is conducted in a sensitive and respectful manner
- d. Identify opportunities to collaborate and coordinate efforts with other organizations to ensure our activities build upon – rather than replicate – the work of others

4. Quality Control

- a. Assess the S/NFI activities undertaken and ensure efficient use of resources



- b. Undertake regular field visits to provide technical guidance and supervision as well as regularly monitor the progress of S/NFI activities
- c. Document lessons learned and best practices and share them with the Area Coordinator and AMEU so they can be reflected in project planning and decision making

5. Reporting

- a. Provide regular and timely updates on progress and challenges to the Area Coordinator and other team members
- b. Plan and prepare progress and final reports, ensuring the quality and accuracy of technical information for S/NFI activities

Qualifications

- Bachelor's degree in Community Based Development, Social Work, Education and/or related field
- Proven experience in humanitarian work activities department of at least two years
- Strong problem solving analytical, reporting and communication skills
- Demonstrated ability to multi-task, prioritize and process information into action
- Ability to work with Microsoft word, Excel, Power Point and Outlook.
- Fluency in English (oral and written); knowledge in Arabic language is an asset

Additional Preferred Qualifications

- Previous management of financial budget and handling of cash in remote field locations
- Experience in mobile responses (can be from other sectors)
- Previous experience in Shelter/Non-Food Items

KEY PERFORMANCE INDICATORS

- % of S/NFI milestones completed on time as per the original plan
- # of S/NFI activities completed in time without the need for a Non-Cost Extension
- % of contractual S/NFI performance indicators achieved
- Records and documents (beneficiary lists, donation certificates, attendance sheets, payment sheets) available for all S/NFI activities
- Positive monitoring and evaluation reports for S/NFI activities
- # of complaints received and responded to related to S/NFI activities

APPLICATIONS:

Please hand in a CV and cover letter Detailing how your experience and skills match this position, ACTED main office in Hai- cinema behind concord hotel not later the **October 2** by 5: 30 Pm or email: Equatoria.admin@acted.org

Applications will not returned so apply using your document copies and only shortlisted candidates will be notified. Also indicate the post you applied for clearly on you envelop your contact and name.

