



Approved

Job Description
Position: Project Manager-FSL Projects Magwi County
Palotaka Field Office, South Sudan

Objective
<ul style="list-style-type: none"> Working under the supervision of the Programme Coordinator of Caritas Luxembourg, the Project Manager will be responsible for overseeing quality and timely implementation of assigned FCL projects, funded by different donors, in Magwi County. The duty station is in Palotaka, Magwi County with frequent visits to the project sites. Interested applicants are requested to submit their CVs (maximum 3 pages no academic credentials to be sent at this level of application) and cover letter to secretariat@caritasluxssd.lu latest by 2nd April 2023. Only successful candidates will be contacted. In particular, the Project manager is expected to: Support the planning and development of FCL activities for assigned projects in Magwi County, specifically by conceptualizing new projects and drafting proposals to donors Carry out the reporting on the activities in relation to different donors in Palotaka Conceptualize new projects, and develop the corresponding logical frameworks, including indicators Provide analytical and monitoring support to Program Coordinator and another Project Manager as necessary Build the capacity to his junior officers on FSL project management.

Activities
<ul style="list-style-type: none"> Project planning and implementation Support the effective planning to ensure that implementation plan is developed in time according to existing format. Review and comment on project tools including Logframe, and other project frameworks Provide routine project implementation support to field staff especially in areas that need improvement

- Document challenges and propose improvement measures based on field experience, to address gaps

Monitoring and Evaluation (M&E) and Reporting

- Develop and manage a robust M&E framework and tools; coordinate the regular collection of harmonized data; and ensure project staff understands and utilizes M&E tools and framework
- Ensure the quality and accuracy of donor reports, in line with FCL and donor requirements and standards
- Draft project reports as necessary
- Develop an annual, monthly and weekly workplan in collaboration with project managers, team leaders and implementing staff
- Prepare and coordinate the external evaluation of FCL activities in South Sudan; assess the quality of evaluation reports and follow-up on any measures and recommendations proposed
- Review and assess program progress and capture lessons

Fundraising, proposal development and representation

- Identify the needs in the community and support the conceptualization of FCL's other donor funding like WFP and FAO in Magwi County
- Provide support to the Program Coordinator and other Project Managers in responding to donor requests and calls for proposals
- Seek out new funding opportunities
- Represent FCL at meetings with the government, and potential or existing partners and donors

Capacity building

- Identify the capacity needs of staff and partners and provide solutions to fill the gaps
- Provide personalized guidance and technical support to project implementing staff to allow them to fulfil their duties
- Coach project staff, particularly that of new arrivals, on project objectives, FCL approaches, and monitoring & evaluation.

Functional relationship

- Work under the supervision of the Project coordinator
- Work in coordination with the project managers and Program Coordinator.
- Advise junior or incoming staff working on donor compliance issues for different projects

- Coordinate and liaise with the government, development agencies, and other partners in accordance with FCL policies and directives
- Closely coordinate activities with external service providers such as consultants and evaluators

Candidate profile and experience required

- Bachelor degree in Agriculture, Food Security, Project Management, Agricultural Economics, or any other relevant qualifications
- At least 8 years of experience in project implementation for a development organization, including 5 years in a leadership role
- Strong analytical skills
- Excellent team spirit and interpersonal skills
- Significant expertise in M&E
- Experience building the capacity of staff and partners on planning, strategy, and M&E
- Excellent English writing skills as shown by long experience drafting project and donor reports
- Ability to conceptualize new projects and write donor proposals
- Good knowledge of FCL's approach and values
- Deep understanding of the needs in Ayaci County and of effective program approaches to respond to these
- Capacity to work under stressful conditions or in conflict-affected zones – Ideally previous experience in South Sudan
- Strong computer and IT skills
- Ability to speak the local language

Career/Contract type

- Local contract, under the law of South Sudan



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PROGRAMME**