



Munuki SDA
Compound
P.O Box 247
Juba, South Sudan

- Job Title:** **Project Manager**
- Qualifications:** Master's degree in Education, human rights law, international relations, social sciences, or other related field
- Experience:** At least 3 years professional technical experience, including 2 years implementing Education programs and conflict contexts.
Demonstrated experience in capacity building, project design and budget management.
Strong understanding of Education principles and likely Education concerns arising in the South Sudan context as well as conflict sensitivity.
Experience in working with and coordinating with the UN, donors, INGOs, Private Sectors and other stakeholders.
Strong interpersonal, intercultural and communication skills.
Additional qualities: ability to multi-task, ability to handle pressure well, ability to improvise, flexibility, adaptability to transitions.
- Job Location:** Eastern Equatoria (Torit)
- Direct Supervisor:** Director of Programs

Organization description

The Adventist Development and Relief Agency (ADRA) is the global humanitarian organization of the Seventh-day Adventist Church which has been in operation for over 60 years. Through an international network, ADRA delivers relief and development assistance to individuals in more than 130 countries—regardless of their ethnicity, political affiliation, or religious association. By partnering with communities, organizations, and governments, ADRA is able to improve the quality of life of millions through 9 impact areas, namely: Livelihoods and Agriculture; Children; WASH, Community Health; Disaster Response; Economic Growth; Hunger and Nutrition; Social Justice and Gender Equity.

For over 37 years, ADRA South Sudan has been making a difference in individual's lives in one of the most difficult contexts in the world in both development and emergency contexts. In South Sudan, we implement programmes in six thematic programme areas of Education; Primary



Health Care; Emergency Response and integrated programming including livelihoods and agriculture; HIV/AIDS; WASH; economic empowerment and gender.

The post is aimed at:

Enabling timely, effective and sustainable implementation of all GESS2 Outputs and overseeing programme financial management.

Staff Recruitment and Management

- Manage recruitment of GESS2 Staff
- Manage performance of GESS2 Staff
- Safeguard, manage well-being and safety of GESS2 Staff

Staff Development and Support

- Provide on the job training and support to GESS2 Staff
- Manage GESS2 Staff's availability and participation in GESS2 Training
- Keep track of arising training needs
- Report training needs to GESS2 Output Leads
- At the request of Output Leads, co-design training for GESS2 Staff
- Provide regular and supportive feedback to GESS2 Staff

Gender mainstreaming and inclusion

- Provide on the job training and support to GESS2 Staff on mainstreaming inclusive practices and gender
- Maintain a record of inclusive practices and innovative approaches implemented in the assigned Region

Feedback

- Provide regular and honest feedback to GESS2 Secretariat
- Keep GESS2 Secretariat and Output Leads informed about observed challenges, including of conflicting deadlines, quality of training, quality of materials and implementation
- Contribute to the reviews and audits of GESS2

Technical Management

- Oversee technical implementation of all GESS2 Outputs
- Effectively manage deadlines
- Assure target reach
- Report technical delays and challenges affecting technical implementation
- Maintain a record of best practice and lessons learned from implementation of GESS2 activities



Financial and Asset Management

- Oversee management of GESS2 State Anchor (SA) Budget.
- Oversee management of GESS2 Assets.
- Provide support to the Finance Officer to ensure delivery within the agreed budget.
- In cooperation with the Output Lead, Financial Officer and GESS2 State Anchor Staff, develop cost-effective forms of activity delivery.
- Ensure Value for Money of all implemented/overseen activities.
- Prevent and report fraud and financial irregularities.
- Quality Assure monthly financial reports and invoices.
- Assure monthly financial reports are submitted to GESS2 Secretariat on time by 10th of each month.
- Assure monthly financial forecasts are submitted to GESS2 Secretariat on time by 10th of each month.

Capacity Building and Sustainability

- Develop State Level Sustainability vision with gradual transfer of technical responsibilities to GRSS Staff especially to:
 - Mobilise Communities to support education: to County Education Directors, Payam Education Supervisors, Head Teachers, SMC/BoG or Local Leaders (as appropriate in the given locality)
 - Run State ETMC: to State ETMC Secretariat
 - Oversee Cash Transfers: to State ETMC and through County Staff to County Education Directors
 - Oversee Capitation Grants: to State ETMC and through County Staff to County Education Directors and Payam Education Supervisors
 - Train School Management Committees and Boards of Governors: through School Trainers to Payam Education Supervisors
 - Provide school-based support and training to teachers: through School Trainers to Head Teachers
 - Inspire more girls to join and complete education: through Mentoring Assistants to Head Teachers, female Leaders and Head Girls.

Safeguarding and security

- Develop and put in place procedures for safe implementation of activities, especially:
 - For general health, safety and duty of care
 - Plan and implement regular health and safety briefings and communication amongst staff



- Establish partnerships with UN Agencies and other partners to receive and distribute health and safety products, messages and equipment (for example health information posters/booklets, condoms, etc)
- For safe use of equipment, inclusive of vehicles and motorbikes
 - Plan for maintenance of equipment
 - Plan for safety gear, especially appropriate motorbike safety gear
 - Plan for appropriate training
- For safe implementation of activities
 - Monitor security developments
 - Maintain risk register
 - Train staff of using risk register for management of risks
- For appropriate and safe relations between team members
- For appropriate and safe relations between team members and the community
 - With particular attention to the safe and appropriate relations with teachers, learners and other vulnerable community members
- For reporting and investigation of irregularities to GESS2 Secretariat

Reporting

- Compile narrative monthly, quarterly and annual reports to GESS2 Secretariat / Output Leads, in line with provided formats
- Manage monthly risk register
- Ensure timely submission of requested reports (by 10th of each month)
 - Safeguarding
 - Technical
 - Financial
 - Risk
- Security

Instructions for application

All application shall be addressed to HR Units – ADRA South Sudan P. O. Box 247 Juba C/O SDA Compound in Munuki.

A CV of 4 pages less coupled with a one cover letter is acceptable.

Should you be interested, please send your CV and cover letter to jobs@adrasouthsudan.org

Deadline: The deadline for receiving applications will be 9th March, 2020.

