

**JOB ADVERTISEMENT
Project Manager
South Sudan**

MINISTRY OF LABOR
01 AUG 2024 SD-HL3
1st Aug, 2024

CAFOD, one of the UK's leading international aid agencies, is currently looking for Project Manager to be based in Malakal with some travel to field. This position is open to South Sudanese nationals only.

Job Profile.

The Project Manager shall be based in Partner office (Malakal) and will work closely with the Partner Humanitarian Coordinator and CAFOD & Trocaire in Partnership (CTP) Programme Manager-Resilience and Economic Empowerment and CTP Programme Team.

In liaison with the Head of Programmes, the postholder is responsible for ensuring quality development and implementation the THRIVE Programme in Fashoda and Panyikang Counties being implemented by local partner Caritas Diocese of Malakal (CDoM) thus contributing to the delivery of CAFOD's overall programme strategy.

The Project Manager shall coordinate the implementation of the THRIVE programme including line management of two Programme Officer (2) and matrix manage Partner Programme staff including linkages with THRIVE Consortium Technical Leads/Coordinators to ensure quality programme delivery and partner capacity building. This entails leading on day-to-day management, planning, implementation, monitoring, reporting and representation and adherence /compliance to FCDO and CTP programme management and development standards.

Accountability

- The post-holder reports to CDOM Humanitarian Coordinator and matrix managed by CTP Programmes Manager- Resilience and Economic Empowerment.
- The post-holder has line management responsibility for CTP Programme Officer – Livestock and DDR, CTP Programme officer – MSD and Livelihoods, and CDOM Programme Officer -MEAL

Key Responsibilities

Lead and manage the THRIVE Programme portfolio (50%)

- In agreement with CDOM , CTP and Consortium Technical Leads, jointly design, develop and deliver the programme, including implementation, monitoring, evaluation (including facilitating external evaluations) and reporting on programme , in line with jointly agreed standards donor requirements and country strategic plans.
- Ensure that project planning and implementation is managed effectively and efficiently, on time and on budget ensuring delivery of high-quality assistance in with THRIVE Programme Goal , Theory of Change(ToC), Impact, Outcomes, Outputs and Activities ensuring delivery is done in accordance with acceptable quality standards, CTP project management procedures and donor requirements.
- Lead CDOM staff and CTP Programme officer on preparation and submission of different types of programme documents and reports, such as proposals, donor reports, sitreps,

5Ws reports, briefings etc, working together with the Programme Manager -Resilience and Economic Opportunities , Business Development Lead, Finance team, THRIVE Technical Leads and other stakeholders.

- Support partners' thematic understanding on sustainable livelihoods, resilience and DRR ,CCA , Market Systems Development , Social Cohesion and Peace Building contributing to the development of relevant interventions that bring about positive change.
- Play a leading role in regular collection of programme field information, assessments, evaluations, surveys and to contribute to maintaining appropriate M&E systems, tracking of programme activities, as well as to improve coordination, learning, knowledge management systems, prioritization of needs and ensure that this informs current and future programme development.
- Promote, capture, and disseminate learning on the THRIVE Programme in support of media advocacy work for CTP in-country and HQ and document these in the form of case studies and community stories of change.
- Realise CTP principles by acting in line with CAFOD partnership standards, and by promoting and supporting partners' adherence to jointly agreed accountability, gender, safeguarding, supply chain management/procurement good practice, and other standards, as these emerge.
- Contribute, where appropriate and in agreement with CDoM , to advocacy and information work in support of partners efforts, with relevant stakeholders in the country, region and/or globally.
- Oversee and support the work of Programme officer, Technical Advisors/Leads, Programme Support Officers, and consultants working on the CTP Programme.
- Keep up to date with evolving context and trends, both within the relevant operational areas and across country.
- Effectively use CAFOD programme management information systems and ensure programme and project information is up to date.
- Within delegated limits of authority and responsibility ensure proper security assessment and prevention measures for both CDoM and CTP staff and beneficiaries are in place in relation to all field activities.



Financial management and monitoring of programme and project budgets (20%)

- In close co-operation with the CDoM Humanitarian Coordinator, CDoM Finance focal person and relevant roles in the CTP finance and funding teams, prepare, manage, and monitor programme budget ensuring adherence to agreed parameters and donor requirements.
- Deliver the programme within agreed budgets or instigate budget revisions according to evolving needs, in line with CTP and donor finance guidelines and procedures.



- Ensure all financial and logistics processes are in line with CTP Financial, Procurement and Logistics policies and guidelines.
- Ensure constant communication with the logistics focal point in Juba for smooth logistics processes (procurement, safe delivery of project items, regular vehicle maintenance, and transportation) as per requirement.
- Oversee the receipt and accountability of all supplies and distribution of items delivered to programme sites.
- Undertake CTP work in a manner that upholds the organisational value and integrity, and dignity and value for beneficiaries.

Managing effective relationships with partners (15%)

- Develop, nurture, and manage relationships with CDoM staff, CTP staff in line with the principles and standards
- Work with CDoM staff and CTP staff to regularly assess the quality of the relationship, ensuring that effective communication channels are in place, and that any shortcomings are addressed in liaison with the CDoM Humanitarian Coordinator and CTP Programme Manager -Resilience and Economic Opportunities .
- Invest in CDoM capacities, by jointly identifying needs, developing plans to strengthen capacities and facilitate capacity building of partners. This can be through a facilitator or by direct provision of specific capacity strengthening support.
- Organize (and where relevant accompany) partners' visits.

Internal and external representation (10%)

- In co-ordination with the CDoM Humanitarian Coordinator and CTP Programme Manager-Resilience and Economic Opportunities, develop, nurture, and sustain relationships and effective communications with relevant stakeholders, including local government, national networks and other agencies working in/on South Sudan. This will include UN cluster Coordination System.
- Represent CTP in Field level UN Cluster forums and other interagency events as delegated for the purposes of coordination, collaboration and networking with other stakeholders.
- Build and strengthen field level relationships with sister agencies and agencies of strategic importance to enhance CTP visibility and contribute to successful in-country fundraising initiatives.
- Sustain relationships with relevant bi-lateral agencies, including EU, ECHO, DfID and UNOCHA, seeking opportunities for programme funding, where applicable.
- Communicate with other teams within CAFOD and Trócaire to ensure that the programme is well understood, and that information is available for fundraising and other communication, including publications, media briefings, education, etc. This may

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involve participation in sessions/events with Supporters, communities of practice, working groups, etc., as agreed with the relevant manager.

Staff management (5%)

- Lead, manage, support and direct line managed staffs (and staff under shared management arrangements), including setting objectives, conducting annual performance development reviews, providing coaching, and ensuring team members have individual development plans.
- Manage and support assigned CTP staffs, in accordance with CTP (CAFOD Trócaire Partnership Office) Human Resource Management

Job Specific Competencies

- Educational background in rural development, Agri-business, natural resources management, livelihoods, agriculture, community development and another related field.
- At least 5 years technical & practical implementing experience delivering quality programmes in South Sudan or Horn and East Africa, including extensive work with agrarian populations on agro ecology; governance, strong cash & market support experience; CBI, DRR, Market based approaches, Value Chain programming, private sector engagement, disaster risk reduction, livelihoods and resilience building.
- Ability to conduct quality risk and conflict analysis and integrate it into programme monitoring and strategy.
- Experience of mainstreaming Gender, Protection mainstreaming, and Accountability in all projects and programmes.
- Experience using programme cycle management tools effectively to deliver work within an agreed programme framework.
- Sound experience in understanding and first-hand experience in developing quality proposals,
- A creative problem-solver, strong analytical skills – experience of integrating strong advocacy into programme strategy.
- Experience in undertaking structured need assessment using household economic analysis, Participatory Disaster Risk Assessment, Multisectoral Sectoral Need Assessment tools, and sustainable livelihood framework.
- Sound understanding of development and humanitarian quality standards e.g., Humanitarian Charter, LEGS, Do Harm Principles and Approach, CaLP, Market System Development, SPHERE, Core Humanitarian Standards, Protection mainstreaming, and the Red Cross and Red Crescent Code of Conduct.
- Good knowledge and experience of working with and through partnership organisations.
- Able and committed to working with and developing the capacity of local partners organisations/ National NGOs.
- Ability to work both independently as well as part of a close-knit team; an ability to work towards institutional goals, and proven examples of delivery of tasks while operating under pressure.
- Experience in budget development, project budget management and monitoring.
- Ability and willingness to travel (approximately 50% of staff time), sometimes at short notice and to areas of potential risk.
- Fluent in written and spoken English and fluent in spoken Juba Arabic.



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- Ability to work and travel in insecure environments and to manage one's own personal security and the security of our partners.
- Computer literacy i.e., familiar with MS Word, Excel, Powerpoint and knowledge of information and data base management.

Desirable

- Good understanding of local context and ability to adapt to the Upper Nile (Malakal) context and local languages

Contract Duration:

- One year's subject to availability of funding, and performance.

To apply: If you identify with this profile, we would love to hear from you.

- Please download our application form, from NGO Forum website as attached with this advertisement and send your application form through email to southsudanjobs@cafod.org.uk with subject line clear marked as Project Manager
- You can also apply through our e-recruitment platform using the link below, <https://isw.changeworknow.co.uk/cafod/vms/e/careers/search/new>
- Hard copy application with Completed application form can be delivered to our office at Plot 19, Block XIII Hai Malakal in sealed envelope with subject line clearly marked as Project Manager, addressed to HR- Department, at CAFOD & Trocaire in Partnership South Sudan. (All application should be drop in our safe metallic box in the security reception, after candidate registration with the Security)

Please apply or submit your application through one of the above options.

Closing date: 21st August 2024, at 4:00pm.

Come and join us and help make a real difference in the lives of the world's poorest communities.

CAFOD is an equal opportunity employer. Recruitment and selection procedures reflect our commitment to Safeguarding for Children and Vulnerable Adults.

CAFOD recognizes the personal dignity and rights of children and vulnerable adults, towards whom it has a special responsibility and a duty of care and respect.

Any candidate offered a job with CAFOD will be expected to adhere to CAFOD's Safeguarding policy and sign CAFOD's Code of Behaviour as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents.

All offers of employment will be subject to satisfactory references, and appropriate screening checks can include criminal records and terrorism finance checks. CAFOD also participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

