


Inclusive Education and Development Initiative (IEDI)



INCLUSIVE EDUCATION
AND DEVELOPMENT INITIATIVE



Ministry of Labour, Public Services & Human Resource Development
Directorate of Labour
WBGs - WAU

Location: Khartoum, Khassere Jou Market Road opposite
to the University of Bahr el Ghazal

Email: info@iedi-ss.org
Website: www.iedi-ss.org
Tel: +211917109499 / +211925734387

APPROVED
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Organization	Inclusive Education & Development Initiative (IEDI)
Job title	Head of Program
Reporting to	Executive Director
Location	Wau, WBG - South Sudan
Start date	As soon as possible
Advertisement opening date	July 1, 2020
Deadline for receiving applications	July 14, 2020



Background of IEDI

Inclusive Education and Development Initiative (IEDI) is duly registered Humanitarian National Non-Governmental Organization (NNGO) in South Sudan by the Registrar of NGOs, in the ministry of Humanitarian Affairs and Relief and Rehabilitation Commission. IEDI focuses on refugees, Returnees, IDPs, conflict affected host community and food insecure households in addressing their vulnerability and fighting poverty. IEDI serves all persons without any discrimination at all but taps the richness from the diversity in knowledge, skills and cultures from the various races, faiths, gender identities, professions and nationalities.

IEDI focuses on main broad areas namely Peace-building and conflict mitigation, gender equity and sustainable integrated livelihoods (Food security, health and WASH), Education, Protection and shelter focusing on women and youth among other interventions or Humanitarian program in South Sudan. Briefly our core programs include: Functional Adult Literacy (FAL), Peace building, Protection, Child Protection, Looking after the elderly and Family Based Orphan ADA Program, Social economic empowerment, Food security and Nutrition and Reusable sanitary pads trainings and production for schools, code named **Give, Learn and Grow**

Head of Program Job Description

The Head of Program will provide leadership on the strategic and operational implementation of IEDI activities and programming. The Head of Program being one of the key members of the IEDI



management staff will manage relationships with key stakeholders, including with national and local government officials and project partners.

This position will report to the Executive Director

Duties and Responsibilities of the Head of program

I. Program

- Provide managerial and technical direction and guidance in line with the project's expected outcomes;
- Manage relationships with key project stakeholders, including project partners, government officials, and others;
- Collaborate with key stakeholders including local partners and IEDI staff to develop key project planning deliverables (i.e. Annual Work plans and Budgets, Reports);
- Undertake a coordination role for all project governance, which includes convening regular team meetings with implementing partners and annual Advisory Committee meetings, and representing IEDI in an official capacity
- Ensuring that all IEDI staff are informed of significant issues, developments, donor obligations and changes necessary to meet requirements in a timely manner
- Ensure coordination between IEDI technical experts in order to develop strategies for gender equality and social inclusion and monitoring and evaluation
- Oversee day-to-day coordination and delivery of project activities in conjunction with staff, technical advisors, and partners; and
- Lead IEDI's efforts to leverage additional funds for IEDI activities, including working with teams to develop proposal documents and maintaining relationships with relevant South Sudan-based actors such as multilateral and bilateral donors

II. Monitoring and Evaluation

- Establish and oversee (alongside M&E team) a results monitoring system for the project which enables regular monitoring of progress toward results and iterative management;
- Ensure high quality reporting is completed and submitted in a timely manner;
- Maintain regular communication with IEDI colleagues to ensure appropriate support; and
- Ensure that project feedback, results and lessons learnt are effectively fed back to inform adjustments and improvements in project approaches, scale-up and delivery.

III. Human Resources and Financial Management

- Manage the IEDI team, including supervision and evaluation of the work of all project staff;
- Oversee human resources management issues such as employment policies and practices, in line with national law and IEDI policy;
- Work with colleagues and partners to ensure the effective mobilization, orientation and coaching of team members;
- Establish and oversee a financial management system for the project, in collaboration with the IEDI Finance team



- In conjunction with the finance team, develop and monitor the project budget and ensure regular reporting to the donor; and
- Ensure all IEDI program finances are being spent and accounted for in line with donor or program contracts and agreed budgets as well as in accordance with international accounting practices and audit expectations.
- Work with all IEDI staff to provide favourable working environment that favours all equally
- **IV. Education and Qualifications:**
 - A post-graduate university degree in international development, project management or a relevant field, or an equivalent combination of education and experience.
 - A minimum of five years of progressively more responsible assignments related to management of development initiatives;
 - Experience working with international development donor agencies,
 - Proven managerial, administrative and organizational leadership skills, including the knowledge of financial and narrative reporting procedures and a solid track record in strategic program and project planning and implementation;
 - Proven experience managing a multi-disciplinary and multi-ethnic team of staff;
 - Diplomatic skills and proven intercultural and interpersonal skills;
 - Proven experience of adaptability to a challenging and constantly changing environment requiring iterative planning on a regular basis;
 - Experience in capacity building with local partner organizations and a commitment to a participatory partnership approach to development;
 - Proven knowledge of and commitment to the concept of gender equality; and
 - Demonstrated high level written and verbal communication skills in English and Arabic

How to apply:

Interested candidates should be able to work in Wau or any other duty stations in south Sudan. The candidate should submit their applications clearly marked “**Application for the position of Head of Program**” in hard copies to HR Unit indicating salary expectations to **Inclusive Education & Development Initiative (IEDI)** at Hai Jebel Opposite College of Economics, University of Bahr el Ghazal or via email to: iedisouthsudan@gmail.com /cc the following emails: admin@iedi-ss.org/ saavabu@gmail.com

Applications will be reviewed upon receiving and interview may be conducted before the deadline. IEDI is an equal opportunity employer. Female candidates are highly encouraged to apply. Applications submitted are non-returnable

