

**VACANCY ANNOUNCEMENT**

<b>Programme Manager (Open to South Sudanese Nationals)</b>	
<b>Location :</b>	Magwi, EES, SOUTH SUDAN
<b>Application Deadline</b>	27-MARCH-2025 (04:00 PM Central African time)
<b>Type of Contract :</b>	Regular
<b>Post Level :</b>	National Position
<b>Languages Required:</b>	English
<b>Starting Date :</b>	April-2025
<b>Duration of Contract :</b>	9 months (With possibility of renewal subject to satisfactory performance and donor funding)

**Background**

The Child Relief and Support Organization (CRSO) is a non discriminating national non-governmental organization that works for the protection of children's rights and their families.

CRSO's mission is the protection of children at risk of harm, as well as the prevention of any form of abuse, violence and exploitation.

Together with interventions aimed at helping **children** in distress, abandoned or victims of abuses, CRSO supports programs of emergency relief and sustainable development in the field of health, education, Protection, Food Security and Livelihoods, Water, Sanitation and hygiene promotion and Relief/Emmergency responses.

CRSO is in the process of hiring Programme Manager. Under the direct supervision of the Executive Director, the Programme Manager will provide leadership and overall management of the multi sector project in Education, Protection, WASH, Food Security and livelihoods in Magwi and Torit counties.

He/she will develop and implement a strategic, long-term programmatic vision in collaboration with partners like State/County RRC, County Education Department and Department of Agriculture and food security to scale up programs and provide integrated services for affected populations. As a senior leader of the team, the programme manager will proactively manage security and mitigate security risks in target locations. This includes designing or updating safety, security and health plans



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and checklists periodically.

### **Duties and Responsibilities**

The Programme Manager is part of the Senior Programme Management Team and will be required to execute his/her roles with diligence, expertise and tact towards the achievement of project objectives, CRSO aspirations and our vision for children.

With the support of project teams, the programme manager will ensure coordination of all project activities, lead in the development of consolidated work plans, procurement plans, and provide technical support to ensure quality and effective program implementation. He/she will ensure quality and timely delivery of project activities, and oversee sector specific delivery of outputs, including project reporting (narrative and financial), and coordinate with the project team to promote ongoing learning. The Programme Manager will oversee site specific monitoring and evaluation of project activities; delivering quality and accountability commitments and supporting the production of internal and external narrative and financial reports. More specifically, the PM will be responsible for the following:

#### **Programme Strategy**

- The Programme Manager will provide strategic leadership and technical oversight to ensure the affected populations have inclusive access to education, WASH, Food Security and livelihoods and cross cutting protection risk mitigation through layering of interventions across sectors. He/she will actively coordinate with all other CRSO programs and teams undertaking similar roles in other locations.
- Ensure that CRSO's purpose, values and the programme objectives are communicated amongst staff to create mutual understanding and ownership and facilitate input from staff in the strategic planning process

#### **Project Management**

- Monitor the humanitarian situation in the project area, making detailed reports and within the agreed country programme strategy propose recommendations as part of the area management team regarding community needs, vulnerabilities/capacities and suggested responses
- In collaboration with community representatives, undertake detailed analysis and design appropriate project interventions to meet needs and strengthen local capacities
- Participate in project evaluations and assist in the analysis of results
- Coach and capacity build project staff across sectors in quality project cycle management including programme design, embedding CRSO's Quality Standards, monitoring & evaluation.



- Participate in knowledge and information sharing within the programme. Identify, document and disseminate relevant project learning within the programme
- Ensures timely delivery of project by coordinating the team to plan, execute, report, and monitor achievement of project deliverables
- Work independently with guidance and direction, as appropriate
- Provide support to the development and implementation of various operational plans and technical/logistical tracking systems to ensure timely project delivery
- Assist in the management of project risk by proactively anticipating issues and collaboratively developing contingency plans and solutions
- Provide overall management of site-assessment activities, from an administrative capacity, determine capabilities and inputs needed for project delivery based on the assessments.
- Prepare progress reports, special reports and budget requests as required and ensures timely submission of all reports
- Prepare and reviews internal progress reports
- Ensure technical quality and standard of donor integrated project across operational areas, in line with budget, scope and time
- Oversee and support timely and effective implementation of project activities, including achieving set indicator targets and objectives, and grant management.
- Ensure that Magwi and Torit projects align with all donor contractual obligations.
- Conduct field visits to monitor implementation, consult with key stakeholders, and provide support to program coordinators to ensure timely and effective project implementation - determining gaps and needs and taking corrective measures within appropriate timelines.
- Conduct capacity building and/or mentoring activities for project staff.
- Support the project team in gender, protection, inclusion and conflict sensitive programming.
- Coordinate with Finance and Logistics teams to ensure activities align with procurement plans.
- Ensure regular coordination with designated CRSO Sector staff in activity planning and implementation.
- Support linkages and ongoing collaborations between Magwi projects and other complimentary projects

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- Identify training needs of staff and ensure mentoring and coaching to address skill gaps/needs.
- Ensure regular communication with donors to share real-time updates on progress, gaps and challenges.
- Facilitate the development of all projects M&E plans and use the plan for project improvement
- Ensure data integrity through data collection, collation, analysis and sharing to donors and relevant stakeholders
- Monitor the overall project context in project locations and design new interventions and proposals advocacy and fund raising.
- Support the development of baseline, surveys and other project assessments and conduct in-depth analysis of assessment findings.
- Support staff to develop robust monitoring systems and conduct periodic reviews for improvement
- Consolidate the sector reports and develop the capacity of teams to ensure quality reporting

#### **Corporate Policy and Compliance**

- Responsible for ensuring understanding and compliance amongst project staff to security and health and policy, and any accidents or potential incidents are recorded
- Responsible for compliance amongst project staff with the procedures set out in CRSO's Disaster Management System
- Responsible for induction of project staff, ensuring their familiarity with CRSO's mandate, values, Quality Standards, policies and programme objectives and their individual responsibilities in upholding these standards and policies.
- As a member of the Program Management Team and in conjunction with the HR officer, ensure local recruitment for project implementation is consistent with CRSO HR recruitment policies, the legal context and local practice
- In conjunction with the Finance Officer, ensure project financial management is in accordance with CRSO financial systems and policies
- In conjunction with the Logistics Officer, ensure logistics systems are understood (procurement, transport, storage, communications, estate / buildings management, asset management etc.) by project staff

#### **Team Management**





- Provide supervision, guidance and monitoring for project staff, ensuring clarity over project plans and priorities and encouraging effective team work
- Ensure CRSO's performance management system is effectively implemented with objective setting, probationary reviews, regular catch-ups and exit interviews carried out for project staff
- Support the implementation of CRSO's staff development policy, including personal development planning, in a way that is consistent and transparent

#### **External Representation**

- Build positive local working relationships with local communities, county government officials, UN and where appropriate, donor representatives
- Work independently and with other agencies to build local community acceptance of CRSO and other humanitarian agencies

#### **Impact of results**

The key results have an impact on the overall efficient execution of Project administration and logistical services and consequently, result in the success of the project.

#### **Competencies**

##### **Corporate Competencies:**

- Demonstrated high moral integrity by modeling CRSO's values and ethical standards.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

##### **Functional competencies:**

##### **Project Management and learning**

- Shares knowledge and experience.
- Demonstrated experience in capacity building, monitoring and reporting

##### **Leadership and Self-Management**

- Positive, constructive attitude;
- Strong oral and written communication skills;
- Exhibits openness to change and ability to manage complexities;
- Ability to work and act under pressure with tight deadlines and with discretion in politically sensitive environment with a minimum of comfort;
- Ready to work independently;
- Responds positively to critical feedback and differing points of view;




- Solicits feedback from staff about the impact of his/her own behavior.

## Required Skills and Experience

### Education:

- Master's degree in international development, Business Administration, social sciences, Management or similar field with strong project management component, and not less than 5 years in a senior project/programme management level.
- A bachelor's degree obtained in the disciplines of international development, Business Administration, social sciences, Management or similar field with extensive proven track record of managing programmes and projects at senior management positions for a minimum of 7 years will be considered for the position in lieu of the master's degree.

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### Experience:

- Minimum of 7 years' experience from a management position in a humanitarian context, with at least 5 years continuous role in senior programme management positions;
- Proven stellar experience in leading multi-sectoral programme management and implementation
- Proven ability to work with multiple partners such as the Government, NGOs, local government, UN agencies, etc.;
- Knowledge of project planning, project finance, and project management procedures that CRSO follows will be a strong asset;
- Good understanding of the socio-economic, cultural and political contexts of South Sudan.
- Good knowledge of computer including Ms Office, spreadsheets, and power point.

### Language:

- Proficiency in English both reading and writing is essential.
- Knowledge of Juba Arabic/Luo language is an added advantage

### Application process and procedure:

- Please submit a detailed CV with supportive documents as well as an application letter with an explanation as to why you would be the best candidate for the position and why you would like to work with CRSO.
- Please ensure you include contact details for three references; one of these should be your current or most recent employer.
- Applications must be submitted by **27<sup>th</sup> March 2025** by email to [geofreyiga2@gmail.com](mailto:geofreyiga2@gmail.com) Copying [hakim.crso@gmail.com](mailto:hakim.crso@gmail.com) Please indicate the position you are applying for in the email title. Email applications are **strongly**





**preferred** and your email will be acknowledged. If impossible by email, please drop applications at the Security gate, Magwi field office, Magwi town during office hours. Alternatively, applications can be submitted to **CRSO head office located at Hamza Inn compound, Juba town.**

- Only short-listed candidates will be contacted, by e-mail or by phone.

**CRSO is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidentiality.**

**As a child-centered community development organization, CRSO is committed to the well-being of children and supports the Convention of the Rights of the Child. Therefore, CRSO does not tolerate sexual exploitation and abuse and any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.**

