



**JRS Job Description**  
**Identification of Position**

**Job Title:** PROJECT DIRECTOR

**Location:** Yambio, Western Equatoria – with travel to other JRS offices in WES.

**Closing Date - application:** 01 November 2022

**Starting date - Work:** ASAP

**Duration:** One year (renewable)

**Position Requirements**

**General information**

Imatong Employment Solutions is working with Jesuit Refugees Services in Juba to recruit a Project Director.

**Organizational Context:**

Jesuit Refugee Service (JRS) is an international Catholic organization, with a mission to accompany, serve and defend the rights of refugees and forcibly displaced people. JRS has a priority to work wherever the needs of displaced people are urgent and unattended by others, and offers a human service to refugees and the communities through a wide range of rehabilitation and relief activities, many of which centred around formal and informal education needs.

**Position Description**

JRS is seeking to recruit a suitable candidate for the position of Project Director. The Project Director oversees the overall operations and presence of JRS at field level.

The incumbent will guarantee technical oversight and ensure high level of coordination, quality and impact in the projects. The Project Director will report to the Country Director.

**Key Responsibilities**

**Leadership**

- Under the guidance of the Country Director, the PD will provide leadership and direction to project staff and ensure organisational sustainability, by facilitating a high-performance culture within the team, open and accountable relationships.
- Facilitates annual planning in line with prioritise established in consultation with Country Office and SMT and in accordance with the established JRS South Sudan Annual Calendar and
- Ensure a relevant, timely and accurate flow of management and operational reports as may be required in fulfillment of donor and organizational requirements



- Safeguard the mission, vision, identity of JRS at field location
- Be the custodian for the effective roll out of the JRS South Sudan Strategy and Operational Plan at field location

### Direct Management of Support Functions

- Oversees the efficient and effective human resourcing of operations at field location in a way that facilitates a high-performance and high accountability culture, and maintains positive morale amongst all staff and incentive workers.
- Promotes a culture of learning and development, employee engagement and good stewardship of all JRS resources
- Ensures his/her team have clear and coherent Job Descriptions and are working to the full scope of their designated job description.
- In conjunction with the Country HR Officer, enables the timely conduct staff of systematic staff supervision, performance (KPI) objective setting, and completion of mid-term and end of year appraisals.
- He/she is responsible and accountable for the good maintenance and care of all JRS infrastructure and for ensuring fair and consistent accountability of all JRS staff members for damage, loss to all JRS property in line with the provisions of the JRS South Sudan HR Manual
- He/she is responsible for ensuring overall awareness and compliance with all JRS policies and procedures including security and safety (protocols, risk assessments and security compliance by staff and visitors).
- Ensures that all JRS operations are in compliance with local Government standards and laws for JRS operations in the country.
- Leads SMT meeting at field level and participates strategically in SMT meeting at Country Level on a monthly basis
- Ensures proper utilization of resources, including prompt accountability of funds and reporting by various departments.
- Oversees the strategic management of the supply chain function at field level including logistics and procurement functions of the project in accordance with JRS guidelines and ensures proper utilization of project assets.
- Oversees the strategic financial management of JRS funds at field level e.g. the maintenance of accounts; budget and cash flow; and financial reporting and recording.
- Is responsible for overall risk management at field level for JRS
- Plans and executes any action required to resolve audit findings in an agreed and timely manner;
- Works with the country and project finance team to ensure adequate and timely financial planning and budgeting in accordance with the JRS South Sudan calendar and in agreement with SMT and CO at country level
- Ensures efficient and effective implementation of financial policies including the anti-fraud and anti-corruption policy
- Ensures compliance with supplier payment policy, grant management & proposal development policy and all other policies of JRS South Sudan at field level.
- Is responsible for prompt submission of all JRS financial and narrative reports. Responsible for co-ordination and liaison between JRS and UNHCR, the parish and diocese/other agencies/local government/local communities/displaced camp community and schools





- Represents JRS at Local level meetings with UNHCR, partners, parish/diocese/local authorities/other agencies as and when required.

### **Qualifications & Experience:**

#### *Essentials:*

- ✓ Graduate qualification in a relevant field and at least three years practical working experience in project management.
- ✓ Minimum 3 years' management experience in a proven project management, social sciences or related field in International contexts.
- ✓ Minimum 3 years' experience in managing people/teams.
- ✓ Minimum 2 years' experience of coordinating with the Local Catholic Church (at least at parish level).
- ✓ Demonstrated experience in project management and implementation (reporting and budgeting) especially developing technical and successful proposals for major donors.
- ✓ Demonstrated experience in accounting and finance.
- ✓ Demonstrated experience in project management in different organisational contexts (UN, IGOs, NGO, FBO).
- ✓ Demonstrated experience and commitment to working with marginalized communities.
- ✓ Strong organizational skills.
- ✓ Strong analytical, strategic thinking and planning skills.
- ✓ Strong monitoring and evaluation skills/experience.
- ✓ Excellent analytical and reporting skills.
- ✓ Excellent knowledge of MS word/Office.
- ✓ Excellent oral and written English.
- ✓ Experience of work in multicultural teams in refugee/IPD settings.
- ✓ Ability to build effective partnership and collaborate with other team members.
- ✓ Ability to work under time constraints in hardship and stressful situations and meet deadlines.
- ✓ Patience, perseverance and ability to work in stressful environment and a simple lifestyle.
- ✓ Proactive and self-motivated.

#### *Desirable:*

- ✓ Arabic language

#### **Leadership Behaviours**

- Excellent interpersonal, listening and communication skills;
- Ability to positively influence others and successfully reconcile differences;
- A self-starter with a strong results orientation and with high levels of integrity, credibility and dependability;
- An energetic team player who can effectively collaborate, and who can stand alone when necessary;
- Ability to work in international settings and with various departments to implement successful approaches in Human Resources;
- Demonstrated ability to work and deliver under pressure and tight deadlines.
- Ability to think and act strategically in service to the JRS mission and strategy at field level and in the best interest of the organisation





### **Core values**

- Commitment to JRS mission, vision and values, and the ability to convey with enthusiasm JRS's role in accompanying and serving forcibly displaced people and in advocating for their right to protection and a life in dignity;
- High integrity, honesty and confidentiality; ability to deal tactfully, consistently, fairly and discreetly with situations, people and information;
- Acceptance of diversity and inclusion as a core value. Willingness to work in flexible, sub-optimal and multi-cultural environments;

*The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.*

### **LIMITS OF AUTHORITY**

Authority is limited to the tasks described above. Any variation requires supervisory approval.

### **TO APPLY**

Interested qualified candidates are encouraged to apply by latest close of business on 01 NOVEMBER 2022. The application package should include a formal application letter, CV and 3 work references, plus copies of national ID or South Sudanese passport.

Applications should be submitted by email to [info@imatongemploy.com](mailto:info@imatongemploy.com) Subject-line must be "APPLICATION – JRS – PROJECT DIRECTOR"

Hard copies may be dropped to the Imatong Employment Solutions office in Hai Kuwait – please contact +211 921 277 383 for directions.

Please note that incomplete applications will be disregarded. Only shortlisted candidates will be contacted.

Questions regarding the position can be directed to e-mail: [info@imatongemploy.com](mailto:info@imatongemploy.com) – please mark the e-mail with "Questions – JRS – PROJECT DIRECTOR"

JRS is an equal opportunities employer.

