



50-H-3
Approved
MLPs & HRD



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

- Job Title:** Project Manager
- Qualifications:** Master's degree in international law, human rights law, international relations, social sciences, or other related field
- Experience:** At least 3 years professional technical experience, including 2 years implementing protection programs in emergency and conflict contexts. Demonstrated experience in capacity building, project design and budget management.
Strong understanding of protection principles and likely protection 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:** Upper Nile: Ulang, Nasir, Maiwut and Pagak
- 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.

Main purpose of job: Protection Manager is responsible for ensuring smooth implementation of the emergency Protection response in Upper Nile in South Sudan. The position reports to the Emergency Program Manager for technical support. He/she will be responsible for the overall management of the protection project ensuring the objectives of the project are met and reports are submitted in a timely manner according to the donor regulations

Main duties

Program Management

- Conduct assessments to determine the needs of beneficiaries in the target areas.
- Oversee the implementation of the protection emergency project in Upper Nile to ensure the project is implemented according to schedule and budgets, international standards, and that protection project objectives are met
- Work closely with other ADRA sectors present in the same locations and integrate program components to the extent possible
- Participate in the development of proposals, budgets and concept notes in coordination with the Business Development Officer and Emergency program Manager, and finance Department
- Monitor the purchase and use of materials, equipment and supplies in collaboration with the Area Coordinator, Protection Field Coordinator and protection program staff
- Request for NFIs from the donor according to the work plan and ensure distributions are conducted following the internal and donor standards and guidelines
- Monitor and evaluate appropriate implementation of projects against project objectives, sector strategy and donor regulation
- Ensure the project staff are aware of ADRA Mission, Motto and values and adhere to them while implementing the project activities
- Document and share lessons learnt, Human interest stories and innovations to inform and improve the project
- Disseminate ADRA complaint mechanism, keep track of the complaints from beneficiaries and offer feedback accordingly
- Compile the 5Ws and submit on timely manner as per the donor and cluster regulations
- Any other duties as assigned by the supervisor to enable and develop ADRA projects

Staff Management

- Recruit project staff in conjunction with the Human Resources Department
- Maintain updated job descriptions, conduct interviews, orient new staff to the ADRA and the Protection project
- Supervise protection staff directly, providing ongoing leadership to the project team and overseeing implementation and coordination of activity plans to ensure targets are met



- Provide ongoing supervision, leadership, training and technical support and guidance to Protection staff and ensure all Protection staff adhere to best-practice principles in all aspects of project implementation Overall responsibility for protection team's timesheets, work plans, vacation schedules, and staff training/development activities
- Ensure Performance Management System documentation for all staff is in place and followed up regularly
- Build staff capacity in work plan development and reporting to ensure accurate monitoring and documentation of activities.
- Recommend and implement a capacity building/development plan for project staff based on documented capacity needs assessments exercise.
- Ensure Protection staff understands and follows ADRA and donor Policies and Procedures.

Grants Management and Reporting

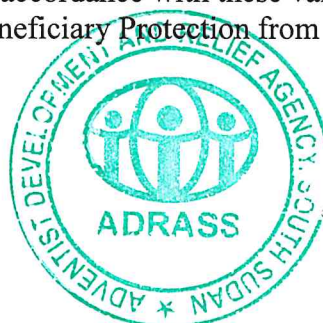
- Manage and oversee all the protection grants; develop and maintain work plans, spending and procurement plans and related systems for all projects to ensure that project deadlines are met and targets achieved;
- Ensure project funds are utilised for the intended use while reporting any misappropriation to promote zero tolerance of fraud in respect to CHS
- Prepare internal and external reports within agreed deadlines using ADRA and donor formats, as required.
- Ensure appropriate and timely spending of budgets to achieve project goals, finance reporting contributions, use and distribution of supplies and resources
- Ensure the 5Ws are filled timely on monthly basis

Representation & Coordination

- Develop and maintain effective working relationships with all stakeholders - including community leaders, NGOs, UN agencies, community-based organisations and other ADRA sectors to enhance cooperation and coordination
- Ensure that information from coordination meetings is shared internally and with other sectors, as appropriate
- Attend the protection coordination meetings or represent ADRA in other relevant forums

Professional Standards

ADRA workers must adhere to the values and principles of the organization enshrined in the HR manual and other relevant manuals to realize the purpose statement, motto and values while upholding Professional Conduct. In accordance with these values and purpose statement, ADRA operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding and Anti-fraud



Key Performance indicators

- No absence during official organizational working hours other than those coordinated with the direct supervisor.
- Timely submission of quality, relevant and complete reports.
- Provision of timely, clear, and consistent, project-related communication to all members of the Project team.
- Timely implementation of project activities as per the agreed activity schedules.
- Timely preparation and submission of regular and detailed project plans and budgets in line with project documents.
- Ability to demonstrate understanding of project logic.
- Proper record keeping.
- Demonstrate prudent use of financial and material resources.
- Organize weekly, monthly, quarterly, biannual and annual project meetings, document and share minutes.

Other Valued Criteria:

- Willingness and flexibility to work as part of a team.
- Social and cultural understanding
- Computer literacy with very good working knowledge of word processing, spreadsheet, PowerPoint and email software programs.
- Honesty, integrity, interpersonal skills and ability to work under tight schedules with minimum supervision.
- Willingness to work extra hours in order to meet tight deadlines.

Instructions for applications:

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 24th February, 2020.

