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14/9/2022



**SOLIDARITÉS  
INTERNATIONAL**



## **JOB ADVERTISEMENT**

### **EPR Program Manager**

Duty station: **Juba (frequent field deployment)**

Number of positions: **One (1)**

Date Issued: **14/09/2022**

Date Closure: **03/10/2022**

Category: **C-2 1759 USD/Month**

Category: **Local Staff Posting**

#### **Presentation of organisation:**

*SOLIDARITES INTERNATIONAL is an international humanitarian organization which provides aid and assistance to victims of war or natural disaster. For over 35 years in actions have focussed on meeting three vital needs; water, food and shelter. Solidarites International has been present in South Sudan since October 2006 and the mission currently consists of both emergency and post emergency programs.*

#### **MISSION**

The EPR Program Manager is responsible for preparation and implementation of EPR WASH responses in Republic of South Sudan .

The EPR Program Manager position's major objectives are to properly achieve the following global tasks:

- Maintain close monitoring of the humanitarian situation together with the EPR Coordinator and Program Coordinator
- Team management of all operational staff including trainings
- Conducting multisectorial assessment and design interventions, increasing water and sanitation access to the emergency affected populations in Sotuh sudna.
- Collaboration with support department (logistics, admin and HR)
- Proper organisation of all aspects related to the EPR WASH reponse

#### **JOB**

##### **Preparedness of EPR response**

- To define and develop guidelines, tools and methodologies for assessments and assessments reports
- To organise appropriate training for ERP team members on emergency response methodology
- To define contents and locations of contingency stock
- To define needs for external training for EPR team members
- If needed, to implement training for the WASH team on multi-sectorial assessment and response design







#### **Implementation and follow-up of EPR interventions in South Sudan**

- To manage all SI's Emergency Preparedness and response WASH program.
- To ensure the relevancy of the activities regarding technical design in consultancy with EPR Coordinator
- Monitor the activities and to follow progress in regards to the indicators and objectives defined in the proposal and propose changes if required by the context
- To produce terms of reference, rapid assessment and intervention reports according to developed formats and to send them to EPR Coordinator for validation
- Ensure the relevancy of the activities regarding technical design in consultancy with EPR Coordinator
- To liaise with the EPR Coordinator to define a second stage of intervention

#### **Human Resources management**

- Manage the team and enhance its dynamics in order to reach the program's objectives through planning, team meetings, field visits, training, etc.
- To write job descriptions for EPR team members which will be validated by the EPR Coordinator, and Support Coordinator and to hire the team
- To conduct evaluations (EAP) for staff under his/her responsibility at least every 6 months
- To define in coordination with the EPR Coordinator the individual capacity building of key Emergency national staff
- Issue explanation requests and sanctions if necessary in cooperation with the Admin Coordinator
- Promote staff's health and security by ensuring that security rules are well applied in the work place and in the field.
- Report to the log/admin manager about complaints/conflicts among and to support him/her in the team conflict resolution if needed
- Promote the values and ethics of Solidarités International

#### **Internal and external reporting**

- To provide internal reporting on activities according to Solidarités International's internal tools
- To provide weekly situation reports
- To provide terms of reference, rapid needs assessment and intervention reports
- To contribute to the preparation of donor reports according to donors' guidelines (quarterly, intermediate and final reports)
- To write minutes on meetings (donors, local authorities, NGOs...)

#### **Financial Management:**

- To follow-up the budget lines dedicated to EPR programs activities through Solidarités International's tool: Operational Follow Up
- -To coordinate closely with the Admin and Logistics departments to maintain a full overview of EPR programs and support budget and ensure that human resources and logistics budget planning is informed by expected field needs.
- -To prepare budgets for field deployments
- To produce monthly budget follow up and prepare cash flow forecasts with the log-admin manager
- -To ensure all required financial documents are properly prepared and filed by the field team, along with regular accountancy updates
- Ensure the defined activities match the budget and its objectives in cooperation with the EPR Coordinator and the Support Coordinator

#### **Logistics management**

- To maintain a close communication with the logistics team about the EPR needs
- To inform logistics department about needs for movements and loading planning – transport requirements
- To support the log-admin to create and update a purchase plan according to the EPR planning and pre-positioning
- Follow up stock and anticipate purchases according to information given by the log-admin
- Write program (internal order forms) IOFs and follow IOFs with the logistic department weekly
- Responsible for durable and communication equipment attributed to his/her team (follow up system) by working closely with logistics





- Design stock pre-positioning needs in collaboration with the log-admin manager
- To liaise with partners for core pipeline donations

#### External coordination

- To participate in humanitarian coordination meetings in emergency locations (ad hoc and regular)
- To participate in the Cluster EPR Coordination mechanisms on request
- To liaise with external humanitarian actors for humanitarian rapid assessments and during emergency response
- To proactively coordinate and work with other actors on the ground
- To maintain a strong and continuous link EPR WASH focal points and WASH cluster Focal Points in the area of intervention.
- To ensure proper communication schemes with the different levels of local authorities in the field.

#### Internal Coordination

- Monthly budget follow up meeting with the Administrative team
- Weekly logistic point (IOF follow up) with the Logistic team
- Weekly base meetings, whether in Juba or other SI base.

#### Institutional Knowledge Building

- To design an EPR tool kit including guidelines and templates in collaboration
- To write Activity Form including lessons learned



#### Security

- To follow the base security guidelines
- To conduct/update field security assessments when on the field in areas of deployment.
- To actively seek and inform EPR Coordinator or Field Coordinator (when in the SI static area of intervention) about any security related information coming from the field or from other sources
- To implement security rules to be followed by the field team in case of emergency situation, in cooperation with the EPR Coordinator or where relevant, Field Coordinator

#### ORG CHART POSITION (reporting and functional relationships)

Hierarchical manager: EPR Field Coordinator

Functional manager: Program Coordinator

Management: WATSAN SUPERVISOR / WATSAN OFFICER / HP OFFICER / MEAL OFFICER

#### Preferred Skills:

- Fluency in Arabic and English language skills (spoken and written);
- Degree level qualification in engineering, Environmental Engineering, Environmental Science, Geography, water resources, emergency/crisis management or equivalent experience in WASH or related project management or a relevant field;
- At least 2 years of professional experience in the humanitarian environment managing similar projects;
- Knowledge of the WASH-Emergency sectors with good technical knowledge;
- Knowledge on estimation and design of basic WaSH infrastructures (boreholes repairs...)
- Excellent communication and interpersonal skills;
- Experience of program design, and needs assessment;
- Experience of staff management and capacity development;
- Proved experience in Budget follow-up and ability to understand interdepartmental cross cutting topics are an important asset;
- Flexible and creative approach with a proven ability to resolve issues and identify solutions;
- Very good computer skills including MS office, and engineering designing programs such as AutoCAD are an asset;





- Excellent time management skills and the ability to prioritize work when under pressure;
- Experience of external coordination with Clusters, other NGOs, local authorities, etc.
- Commitment to beneficiary accountability and humanitarian principles;
- Proven ability to build the capacity of partner/ local organizations an advantage;
- Knowledge of SOLIDARITES INTERNATIONAL's field of expertise and specific tools would be a strong asset.

**Contract: Fixed-term contract of 6 months**

Working hours: **From Monday to Friday 8:00 AM-5:00 PM.** As an executive job, some flexibility can be expected from the employee.

Please submit your application (CV, cover letter, photocopies of diplomas, certificates of employment etc.) mentioning the position you are applying to at:

**SOLIDARITES INTERNATIONAL OFFICES in Juba Office Hai Cinema (Near Kenyan embassy / Acted Office / Islamic relief Office)**

You can as well send your application on the below emails :

**(Subject of the email must mention clearly the position you are applying for)**

[juba.adm.recruitment@solidarites-southsudan.org](mailto:juba.adm.recruitment@solidarites-southsudan.org)

Please note that SOLIDARITES INTERNATIONAL keeps all applications. Files will not be returned to applicants at the end of the recruitment process.

Deadline for submitting applications is: **3/10/2022**. Any application sent after this date will not be considered.  
**Women with the required skills are highly encouraged to apply.**

