

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

JOB ADVERT

- Job Title:** **EMERGENCY PROGRAM MANAGER**
- Min Qualifications:** **Master's Degree** in Emergency Management, Public Administration, Social Work, Psychology Development Studies or any technical studies related to the job.
- Experience:** At least five years working for INGOs in the same capacity implementing Protection intervention. Previous work experience of post conflict situation, and or complex emergencies and recovery projects preferably in South Sudan. Strong project planning, implementation, financial management, organizational and communication skills and very strong report and proposal writing experience.
- Job Location:** Central Office – Juba (80%) and field (20%)
- Direct Supervisor:** Programs & Planning Director
- Closing date:** **23rd Jan 2024 at 5:00pm South Sudan time**

Introduction:

The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is “**To serve humanity so all may live as God intended**”. ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan’s thematic areas are health, education, food security and livelihood and emergency response.

ADRA’s Motto: *Justice. Compassion. Love*

ADRA’s Values: *Courageous. Compassionate. Connected*

Job Summary:

Program design, management and implementation; Information and coordination; Monitoring, Evaluations, Accountability and Learning; Staff management and capacity building.



Duties & Responsibilities:

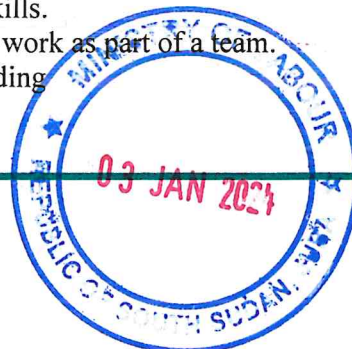
1. Guide ADRA's overall emergency response strategy as the principal source of advice in all elements relating to emergency activities and connecting the programme with the donor and partner with the community
2. Carry out emergency needs assessment using necessary tools available internally and within cluster mechanism; In collaboration with the Emergency Response Team, Head of Programs and ADRA International, ensure high quality emergency project proposals are developed within tight deadlines.
3. Coordinate the design and plan for all training programs (disaster preparedness and mitigation, disaster response, staff and or organizational capacity building etc) both internal and external, including development of appropriate ADRA policy guidelines and reference guides.
4. Develop and coordinate ADRA's evaluation plan to document and communicate learning about emergency operations and programmes. Further represent ADRA's initiative to the external world, including policy makers, donors, cluster meetings and other stakeholders.
5. Overall designing and management of humanitarian response ensuring timely, quality and effective implementation in line with donor and internal compliance rules.
6. Collaborate with the MEAL Manager to ensure that monitoring, evaluation and accountability processes are in place and compliant with ADRA policies, and ensure that feedback is incorporated into program implementation and design and learning is disseminated in the organization further ensuring accountability to beneficiaries.
7. Deliverables reflect consistent quality and uniform compliance which sustain integrity of the project outputs.
8. Perform any duty as may be assigned by the supervisor.

Performance Indicators:

- A thorough knowledge of the fundamental principles of emergency management planning (mitigation, response, continuity of operations, recovery and or preparedness).
- Experience in complex issue analysis and creative problem solving along with the ability to provide strategic options and recommendations.
- Good knowledge and understanding of international standards, including CHS and Sphere norms.
- Possession of a certified project manager certificate provided by Humentum will be an added advantage.
- Ensure timely submission of all the reports, including financial statements, to donors, following the requested formats.
- Supervise performance of program managers, guided by project documents, performance evaluation forms, and on-site visits.

Other Valued Criteria:

1. Ability to live and work well in remote areas of South Sudan
2. Ability to manage staff (man-management skills)
3. Good project management skills.
4. Willingness and flexibility to work as part of a team.
5. Social and cultural understanding



6. Computer literacy with very good working knowledge of word processing, spreadsheet, PowerPoint and email software programs
7. Honesty, integrity, interpersonal skills and ability to work under tight schedules with minimum supervision.
8. Willingness to work extra hours in order to meet tight deadlines.

Instructions for applications:

All application should be submitted to jobs@adrasouthsudan.org. You may also send hard copy application addressed to HR Manager ADRA South Sudan P.O BOX 247 Juba C/O SDA Church Compound Munuki. Qualified female South Sudanese nationals are highly encouraged to apply.

Note:

1. A CV of 4 pages or less coupled with a one-page cover letter is required with Telephone contact details.
2. Fill in the attached application and send together with your application
3. Relevant **copies (NOT ORIGINALS)** of certificates and testimonials
4. Only Shortlisted candidates will be invited for interviews.
5. Due to the urgent need for this position to be occupied, we shall be reviewing applications coming in from time to time, and interviews will be conducted once we have received suitable candidates before the deadline of the advert.

Safeguarding:

ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

