



# COMMUNITY INITIATIVE DEVELOPMENT ASSOCIATION

## CIDA - SOUTH SUDAN

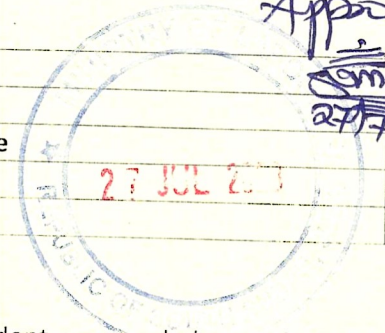
27<sup>th</sup> July 2023

### JOB VACCANCY ADVERTISEMENT

#### Job Summary:

Job Title:	Project Manager
Job Location:	Juba
Reporting to:	Head of Programme
Opening Date:	27 <sup>th</sup> July 2023
Closing Date:	27 <sup>th</sup> August 2023

50. H. 3  
Approved  
27/7/2023



#### BACKGROUND:

Community Initiative Development Association (CIDA) is an independent women-led organization, dedicated to advancing the rights of marginalized communities, with a particular focus on gender equality and building resilience communities. Founded in 2016 by young and likeminded South Sudanese nationals who are highly experienced, with diverse professional fields of competencies and have local knowledge and context of fragile South Sudan. The organization provides a range of services and programs including fights against poverty, building resilience, reduction of inequality, social protection, human rights advocacy, Peace building, Promote equality education, food security and livelihood for communities affected by climate-related hazards, conflicts and natural disasters in Republic of South Sudan.

**Vision:** We envision inclusive society that is socially, peacefully and economically empowered. CIDA believes that the recognition of human rights contributes to the well-being of everyone in the society, with shared value.

**Mission:** We seeks to advance the rights of marginalized communities, build and sustains their capacity to participate strongly to advance gender equality, fight against poverty by building sustainable resilience, protecting human rights, and the environment while reducing social injustice.

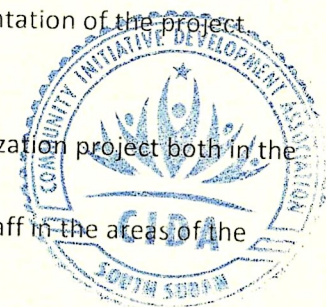
**VALUE System** CIDA's conduct is inspired by the maximum **integrity** and **honesty** in all circumstances and areas.

#### MAIN JOB PURPOSE:

Under the supervision of the Head of Program, the Project Manager provides strategic leadership, coordination and management support in planning, budgeting and implementation of the project.

#### KEY ROLES & RESPONSIBILITIES

- Provide Leadership, Managerial and technical guidance to the organization project both in the office and in the field
- Supervise and provide (on the job) capacity building to the project staff in the areas of the project implementation, monitoring, reporting





- Facilitate timely monthly progress reporting of project activities to the Head of Program
- Coordinate and facilitate project assessments, evaluation and partner/ donor visits to the project area with project manager
- Participate and represent the organization in the relevant cluster meeting
- Oversight of the human resources within the project including staff development and training
- managing the production of the required deliverables
- adopting any delegation and use of project assurance roles within agreed reporting structures
- preparing and maintaining project, stage and exception plans as required
- managing project risks, including the development of contingency plans
- liaison with programme management and related projects to ensure that work is neither overlooked nor duplicated
- monitoring overall progress and use of resources, initiating corrective action where necessary
- applying change control and configuration management processes
- reporting through agreed lines on project progress through highlight reports and end-stage assessments
- liaison with appointed project assurance representatives to assure the overall direction and integrity of the project
- maintaining an awareness of potential interdependencies with other projects and their impact
- adopting and applying appropriate technical and quality strategies and standards
- identifying and obtaining support and advice required for the management, planning and control of the project
- conducting a project evaluation review to assess how well the project was managed
- preparing any follow-on action recommendations

#### **MINIMUM QUALIFICATION & EXPERIENCE REQUIRED**

##### **a. Education**

- Bachelor's degree in social sciences, project planning and management or Business administration and management.
- Master's degree in social sciences, project planning and management is an added advantage

##### **b. Work Experience**

- 4 to 7 years of progressive responsible project/program planning management and administrative experience, with at least one year closely related to project/program activities design, implementation and monitoring

##### **c. Personal Skills**

- Practical understanding of project cycle management



- Thorough in planning, analytical with good attention to details and problem solving skills
- Excellent interpersonal, communication and negotiation skills
- Confident making important decisions
- Strong negotiation skills with capacity to act with tact and diplomacy
- Proven ability to communicate effectively in different cultural/social environments

#### HOW TO APPLY

**Qualified female candidates are strongly encourages to apply.**

Your application documents should include; CV, letter of motivation and certified copies of academic documents and national ID to Email: [HRcidasouthsudan@gmail.com](mailto:HRcidasouthsudan@gmail.com) before the dateline 24th August, 2023.

**The recruitment and filling of this vacancy is subject to the final approval of funds from the donor.**

*CIDA has zero tolerance on all forms of abuses including sexual exploitation, sexual abuse, human trafficking, child abuse, child labour, discrimination, and fraud & corruption. All concerns and complaints regarding safeguarding will be rigorously identified, reported, and investigated. Any pending SEA allegation or abuse will lead to disqualification or termination of contract.*

CIDA does not charge any fee at every stage of recruitment.

**NB: Only shortlisted candidates will be contacted.**

