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Approved by Senior Inspector  
MOL/RS/JI  
26/09/2022



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

### Job Advert

**Job Title:** Project Manager  
**Qualifications:** Bachelor's Degree in Education, teacher Education from a recognized Institute. Master's in related field is an asset  
**Experience:** At least 5 years of experience working for an international organization in Education projects is an asset  
**Job Location:** Kuajok (Warrap State & Eastern Equatoria)  
**Direct Supervisor:** Education Coordinator  
**Closing date:** 13<sup>th</sup> October, 2022 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.

#### **Key Function:**

The position is responsible to carry out the followings.

- Proper planning of the project activities
- Timely implementation of the project in line with the LFA, budget, work plan and project document ensuring value for money
- Timely reporting of project progress
- Regular monitoring of project activities

#### **Main Functions:**

- Manage recruitment of GESS-2 Staff



- Report training needs to GESS-2 Output Leads
- At the request of Output Leads, co-design training for GESS-2 Staff
- Provide regular and supportive feedback to GESS-2 Staff

#### **Gender mainstreaming and inclusion**

- Provide on the job training and support to GESS-2 Staff on mainstreaming inclusive practices and gender
- Maintain a record of inclusive practices and innovative approaches implemented in the assigned Region

#### **Feedback**

- Provide regular and honest feedback to GESS-2 Secretariat
- Keep GESS-2 Secretariat and Output Leads informed about observed challenges, including of conflicting deadlines, quality of training, quality of materials and implementation
- Contribute to the reviews and audits of GESS-2

#### **Technical Management**

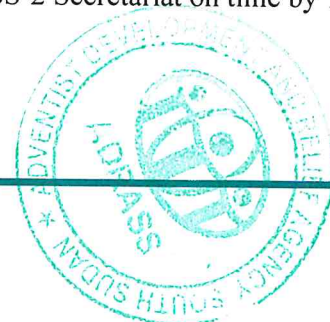
- Oversee technical implementation of all GESS-2 Outputs
- Effectively manage deadlines
- Assure target reach
- Report technical delays and challenges affecting technical implementation
- Maintain a record of best practice and lessons learned from implementation of GESS-2 activities



#### **Financial and Asset Management**

- Oversee management of GESS-2 RA Budget.
- Oversee management of GESS-2 Assets.
- Provide support to the Finance Officer to ensure delivery within the agreed budget.
- In cooperation with the Output Lead, Financial Officer and GESS-2 RA Staff, develop cost-effective forms of activity delivery.
- Ensure Value for Money of all implemented/overseen activities.
- Prevent and report fraud and financial irregularities.
- Quality Assure monthly financial reports and invoices.
- Assure monthly financial reports are submitted to GESS-2 Secretariat on time by 10<sup>th</sup> of each month.
- Assure monthly financial forecasts are submitted to GESS-2 Secretariat on time by 10<sup>th</sup> of each month.

#### **Capacity Building and Sustainability**



- Develop State Level Sustainability vision with gradual transfer of technical responsibilities to the State Government officials especially to:
- Mobilise Communities to support education: to County Education Directors, Payam Education Supervisors, Head Teachers, SMC/BoG or Local Leaders (as appropriate in the given locality)
- Run State ETMC: to State ETMC Secretariat
- Oversee Cash Transfers: to State ETMC and through County Staff to County Education Directors
- Oversee Capitation Grants: to State ETMC and through County Staff to County Education Directors and Payam Education Supervisors
- Train School Management Committees and Boards of Governors: through School Trainers to Payam Education Supervisors
- Provide school-based support and training to teachers: through School Trainers to Head Teachers
- Inspire more girls to join and complete education: through Mentoring Assistants to Head Teachers, female Leaders and Head Girls.

#### **Safeguarding and security**

- Develop and put in place procedures for safe implementation of activities, especially:
  - For general health, safety and duty of care
  - Plan and implement regular health and safety briefings and communication amongst staff
  - Establish partnerships with UN Agencies and other partners to receive and distribute health and safety products, messages and equipment (for example health information posters/booklets, condoms, etc)
  - For safe use of equipment, inclusive of vehicles and motorbikes
  - Plan for maintenance of equipment
  - Plan for safety gear, especially appropriate motorbike safety gear
  - Plan for appropriate training
  - For safe implementation of activities
  - Monitor security developments
  - Maintain risk register
  - Train staff of using risk register for management of risks
  - For appropriate and safe relations between team members
  - For appropriate and safe relations between team members and the community
  - With particular attention to the safe and appropriate relations with teachers, learners and other vulnerable community members





- For reporting and investigation of irregularities to GESS-2 Secretariat

### Reporting

- Compile narrative reports monthly, quarterly and annual reports to GESS-2 Secretariat / Output Leads, in line with provided formats
- Manage monthly risk register
- Ensure timely submission of requested reports (by 10<sup>th</sup> of each month)
- Safeguarding
- Technical narrative
- Financial reports
- Risk Monitoring report
- Security and operational updates



### 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 bi-annual and annual project meetings, document and share minutes.

### Other requirements

- Willingness and flexibility to work as part of the team
- Social and cultural understanding
- Computer literacy with very good working knowledge of the word processing, spreadsheet, PowerPoint, and email software programs
- Honesty, integrity, interpersonal skills and ability to work under tight schedules with minimum supervision.
- Extensive Experience in education, life skills and peace building, especially working with girls' education projects.
- Strong written and verbal communication skills in English with demonstrable skills in capacity building for others
- Verifiable Capacity Building and report writing skills
- Well-organized and resourceful in planning, problem-solving and implementation
- A team player, flexible, quick-thinker and able to work well under pressure and with minimal supervision



- Extensive knowledge of the context of Education trends in South Sudan
- Commitment to the ADRA's vision, mission, values and principles.



**Instructions for applications:**

Email your application to [jobs@adrasouthsudan.org](mailto:jobs@adrasouthsudan.org). Qualified female South Sudanese nationals are highly encouraged to apply.

**Note:**

1. A CV of 4 pages and a one-page cover letter with Telephone contact details will be required.
2. Relevant **copies (NOT ORIGINALS)** of certificates and testimonials
3. Only Shortlisted candidates will be invited for interviews.
4. 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.***

