



Vacancy Announcement

Job Title: Roving Seed Lab/Project Manager
Band / Level / Grade: 7A
Department: Economic Recovery and Development (ERD)
Location: 20% Juba, 80% Roving to other States of South Sudan
Overtime Eligible: (per local law) Exempt



The International Rescue Committee, one of the world's largest humanitarian agencies, provides relief, rehabilitation, and post-conflict support to victims of oppression and violent conflict in 42 countries. IRC is committed to bold leadership, innovation, and creative partnerships. South Sudan, an independent nation since 9 July 2011, is emerging from decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance, and self-determination. The security situation remains unpredictable, and the operational context is challenging. IRC has operated in South Sudan for over 30 years now delivering humanitarian relief, post-conflict assistance, and development programs in both refugees, internally displaced and host community settings. IRC operates in 10 field offices including in Juba with field program portfolio covering health, nutrition, child protection, Economic Recovery and Development (Livelihoods), women's protection and empowerment and general protection. IRC continues to provide life-saving assistance and humanitarian aid to vulnerable South Sudanese and continues to work with the affected to rebuild their lives and restore peace.

Job Overview:

This position is a member of the Project Management Unit and supports the implementation of the project across the 10 states and 2 administrative areas of South Sudan. The Seed Lab/Project Manager will be based at the IRC Juba Office but rove across the 10 states and 2 administrative areas of South Sudan to support national partners in the implementation of the project.

Duties and Responsibilities:

Program Management:

- Ensure that all interventions in the Seed Lab are implemented promptly and professionally, according to established objectives, goals, and indicators, and in line with Donor requirements and client needs.
- Supervise and guide project teams and WLO in developing, implementing, and monitoring work plans, ensuring that activities reflect the commitments IRC made to the Donor and the communities.
- Coordinate and support the sub-grantees to ensure smooth project implementation.

Budget management:

- Work closely with the National Finance Manager to track the project expenses.
- Ensure all program activities are delivered within acceptable budget thresholds.
- Contribute to developing spending plans and track them against actual spending.
- Lead and coordinate the project budget's iteration, revision, and realignment annually.
- Actively participate in Project Management Meetings and ensure resulting actions are followed up.'

Monitoring & Evaluation:

- In collaboration with the project Senior MEAL officer and oversight of MEAL Coordinator, select and implement appropriate monitoring and evaluation systems, analyzing results to ensure and enhance program effectiveness and quality.
- Support coordination of field monitoring visits and provide feedback/troubleshooting support on M&E.
- Coordinate in collecting SMEs' data on their performance.
- Support in organizing annual and quarterly partner coordination and review meetings.

Coordination & Representation:

- In coordination with the Team leader, Communication Officer, establish contacts with relevant international/local NGOs and line ministries to support project.
- Regularly attend coordination meetings in Juba and in the field.
- Organize and facilitate field visits for stakeholders, including Donor, and Ministry etc.
- Coordinate government line ministry to ensure active engagement and participation of project supervisory committee and grant and TA committee in the project.
- Attend regularly donor meetings as requested for representation.
- Coordinate with the MEAL team to share lessons learned on project implementation.

Partner Management:

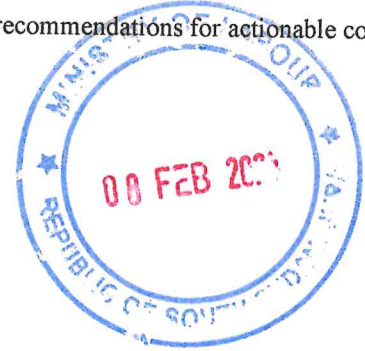
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- In coordination with the Project Team Leader, manage relationships with local partners, including Women-led organizations, financial service providers, and private training centres.
- Coordinate with the Project Team Leader and Program partnership teams to identify and nature partnerships to support program implementation.
- Facilitate the signing of collaborative agreements with private sectors.

Qualifications

- Bachelor's degree in international relations, economics, social science, human rights, urban planning, or related field required.
- Minimum of four years professional experience in similar position and in economic or related programming, applying technical expertise in livelihoods and economic recovery.
- Experience in organizing and planning multi stakeholder consultations/meetings/workshops.
- Experience implementing large and complex, multi-partner, multi-year international economic recovery and development projects.
- Exceptional project management skills, including development and tracking of workplans, budgets, and risk management plans.
- Strong relationship management skills and a sound understanding of major actors in the humanitarian and development space in South Sudan
- Demonstrated ability to critically assess programmatic data and translate this into recommendations for actionable course corrections and design improvement.
- Professional fluency in written and spoken English.
- Highly motivated, possesses a strong sense of integrity and a positive attitude.



Key Working Relationships:

Position Reports to: Project Team Leader

Position directly supervises: Boot Camp and Accelerator Leads

The IRC Core Values and Commitments:

Standards of Professional Conduct: The IRC and IRC workers must adhere to the values and principles outlined in IRC Way Standards for Professional Conduct. These are Integrity, Service, Accountability and Equality. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

Safeguarding policy: The IRC has a zero-tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors, and implementing partners. Safeguarding at the IRC is an integral to the organizational values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuse, and harassment of any person linked to the program by both its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.

Narrowing the Gender Gap: The International Rescue Committee is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including a flexible hour (when possible), maternity leave, transportation support, and gender-sensitive security protocols.

Equal Opportunity Employer: IRC is an Equal Opportunity Employer. IRC considers all applicants because of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable laws.

How to apply:

Interested applicants should submit a **CV with 3 references** and a copy of their **national ID** to Human Resources Juba IRC Country Head Office-Located in Goshen House 2nd floor or you can e-mail applications to SS-HR@Rescue.org not later than **27th February 2024 @ 4:30pm**.

NOTE: Only shortlisted candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC.

CLEARLY LABEL YOUR APPLICATION, ROVING SEED LAB/PROJECT MANAGER – JUBA

“WOMEN, MINORTITIES AND PEOPLE LIVINING WITH DISABILITIES ARE ENCOURAGED TO APPLY”.

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