



OKAY AFRICA FOUNDATION

JOB ADVERT

Position	Project Officer	Supervisor	Program Coordinator
Department	Program	Subordinates	Project Assistants/Volunteers
Thematic Area	Peace, Governance & Democracy	Project Locations	CES

1.1 Purpose (Unique value add)

Provide project support that contributes to the successful delivery of the NPA project.

1.2 Objectives

The objectives of this role are to:

- Provide project support and assistance through the ownership and delivery of project activities according to the agreed outcomes.
- Provide timely and efficient coordination and dissemination of project material and project support by undertaking administrative project tasks such as managing and maintaining project briefs, project scheduling, action logs, budgets, and performance monitoring of projects.
- Assist the Program Coordinator, Finance and Admin Manager and communications with status reporting, meeting minutes and other project documentation to various stakeholders.
- Ensure all stakeholders' internal/external enquiries are dealt with in a timely, concise and accurate manner.
- Assist with the development and implementation of change action plans in line with donor principles to support project change initiatives.
- Assist with risk analysis with appropriate mitigation and contingency plans and issue capture, assessment and management with appropriate resolutions.

1.3 Key Accountabilities

The key accountabilities of this role are:

Key Accountabilities	Output/Measures
<p>Mandatory accountability: Contribute effectively to the team ensuring efforts are aligned towards achieving team goals</p>	<ul style="list-style-type: none"> • Implement the direction set by the supervisor(s). • Complete specific tasks allocated. • Collaborate effectively to ensure team goals are achieved by providing input into decision making and problem solving. • Actively contribute to creating a culture of service excellence.

Key Accountabilities	Output/Measures
<p>Mandatory accountability: Put safety above all else</p>	<ul style="list-style-type: none"> • Be aware of and apply roles and responsibilities in accordance with OAF Roles and Responsibilities Procedure. • Take responsibility for the safety and wellbeing of yourself and others including your own fitness for work (e.g. under the influence of drugs, alcohol and/or fatigue).
Project delivery support	<ul style="list-style-type: none"> • Manage and deliver minor projects to support wider objectives. • Contribute to the achievement of all key project performance baselines and objectives as defined in associated project briefs. • Project deliverables are established and in line with best practice and OAF standards, are fit for purpose and meet quality requirements. • Project controls are established and monitored to deliver projects within quality, time and cost constraints.
Project administration support	<ul style="list-style-type: none"> • High standard project briefs, reports and other supporting project documentations are completed and submitted when required. • Project issues and risks are identified, recorded, assessed and monitored centrally for the project. • Contribution to the resolution of associated project issues and risks in a timely manner to agreed outcomes.
Stakeholders relationship management	<ul style="list-style-type: none"> • Positive, collaborative and effective partnerships with key stakeholders are established and maintained to ensure projects meet organization objectives. • Work closely with stakeholders to review new or existing processes, technologies etc with the aim of improving services or cost of ownership. • Assistance with stakeholder communication plans and their execution. • Timely, concise and accurate responses to stakeholder Inquiries.
Support and deliver project change management actions	<ul style="list-style-type: none"> • Change management plans contributed to and developed in line with the donor methodology and OAF standards. • Change actions are implemented in accordance with agreed schedules, quality and cost.

1.4 Lead Behaviours

Uphold Okay Africa Foundation's Values:

- Youth and Women centred Development
- Responsive and participatory society
- Sustainable communities
- Active partners of change

- Value people in diversity
- Tolerant in dynamic challenges
- Good governance and democracy
- Value peaceful coexistence

LEAD Behaviours		Behavioural Description
Lead our Future	Leads Change and Improvement	Brings people along to embrace sustainable change to deliver desired change outcomes. Identifies and takes ownership of opportunities presented through ambiguous situations, generating creative ideas/solutions. Carries out systematic analysis to identify the root cause of problems and makes informed judgments. Challenges the status quo to simplify, rationalise or develop products, processes or services to meet the needs of our internal/external stakeholders.
Empower our People	Communicates with Influence	Two-way - Communicates openly and confidently. Motivates and influences others in a way that results in acceptance and agreement. Shapes conversations to ensure focus and understanding, debates at the table, not afterwards. Is a supportive listener.
Add Value to our Beneficiaries	Beneficiary Service Excellence	Make it easy for our beneficiaries/community by proactively anticipating internal and external needs - collaborating to build valued and trusted relationships through the delivery of high-quality services.
	Collaborates for Success	Coordinates efforts/resources within and across teams to deliver Outcomes for Success. Recognises the importance of teamwork to achieve outcomes; brings in ideas, information, suggestions and expertise from others outside the immediate team. Builds strong team relationships within and across teams to positively impact business performance.
Deliver on the Promise	Empowers Self	Acts with integrity. Pursues self-awareness; understands own strengths and limitations and is focused on self-development. Shows energy and resilience. Maintains commitment and a positive outlook in the face of setbacks and obstacles. Is authentic, approachable open and honest.
	Achieves Results	Achievement focused. Takes personal accountability for achieving individual and shared outcomes. Sets robust plans well in advance and initiates action to move work forward. Adjusts actions to respond and capitalise on changing circumstances. Manages time effectively, monitoring performance against deadlines and milestones.

1.5 Knowledge, Skills and Experience

Foundation knowledge, skills, experience and qualifications	Mandatory, Essential or Desirable
Demonstrated ability to manage multiple tasks and deliver outputs within specified time frames	Essential
Demonstrated ability to work autonomously, deal with uncertainty and make clear and decisive decisions to effect successful outcomes	Essential
Demonstrated ability to plan and organise own work in an effective and efficient manner	Essential
Demonstrated ability to work collaboratively and as part of a team	Essential
Sound analytical skills and demonstrated ability to assess, evaluate and solve problems	Essential
Excellent interpersonal skills and ability to communicate effectively both verbally and in writing	Essential
Experience in the ownership, management and/or contribution to single or multiple simultaneous business or process improvement projects	Essential
Adhere to the Global Policy on Safeguarding Children and Young people and be open and honest in my dealings with children and young, their families and communities	Mandatory
No proven history of sexual activity or physical sexual relations with anyone under the age of 18 in previous employment.	Mandatory
No proven history of sexual relationships with beneficiaries of projects in past dealings	Mandatory
South Sudanese Nationals ONLY.	Mandatory
High level of computer skills, particularly in MS Office suite of products, including MS Project	Desirable
Experience of at least 2 years in managing and implementing change management initiatives as part of project delivery	Desirable
Knowledge and experience in advocacy	Desirable
Demonstrated ability to liaise and negotiate outcomes with multiple stakeholders	Desirable
Degree/Diploma in Development Studies, Social Development and/or Postgraduate qualifications in Law, Community Development or other related areas	Desirable

1.6 Key Stakeholder Relationships

- Program Leadership Team
- Internal subject matter experts (e.g. Information Technology, Operations, Finance)
- Other Government agencies
- Suppliers and contractors

1.7 Special Conditions

- Flexible hours and some after hours as required, some intra and interstate travel

Qualified Female Candidates are strongly encouraged to Apply

Further information can be obtained at the address below during office hours Monday - Friday, from 9:00 A.M. to 17:00

Applications (Motivation letter, Resume and copies of academic documents) should only be submitted via email before 12:00 noon on 3rd January, 2020.

E-mail: okayafricafoundation2015@gmail.com and copy okayafricafoundation@gmail.com

Note: Applications will be reviewed as they come in.