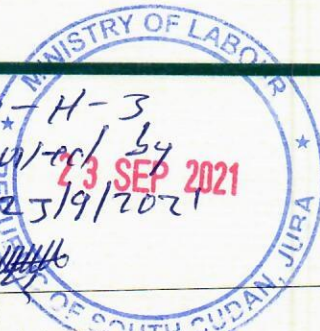




SUPPORT FOR PEACE & EDUCATION DEVELOPMENT PROGRAMME

P.O BOX, 414 JUBA – SOUTH SUDAN
TEL: +211 (0)925 002 060 / +211 (0) 925 350 009
Email: spdepngo@gmail.com

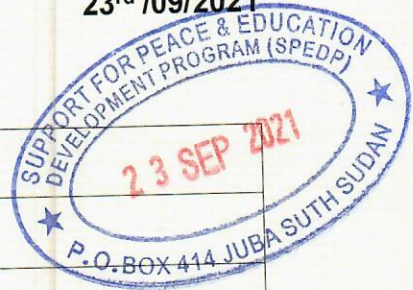
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Approved by
23/9/2021
23 SEP 2021



JOB DESCRIPTION

Job Title	Project Manager
Vacant Position	1
Duty Station	Kajo-Keji, South Sudan
Position Reports to	Program Officer-FSL
Position Opened for	South Sudanese Nationals
Duration	12 Months (extendable) subject to performance
Applications Closing Date	12 October 2021

23rd /09/2021



Background

Support for Peace and Education Development Programme (SPEDP) is a National Non-governmental organization (NGO) registered in the National Government Headquarters in Juba, South Sudan with a presence in eight States of South Sudan, including Central Equatoria, Eastern Equatoria, Western Equatoria, Northern Bahr-el-Ghazal, Western Bahr-el-Ghazal, Unity, Upper Nile and Jonglei. Established in November 2007, SPEDP has reached over 500,000 households (returnees, internally displaced people and host communities) in South Sudan through its Food Security and Livelihoods Programme, water, sanitation and hygiene (WASH), Education, Health and Nutrition, Education, Human Rights, Peacebuilding and Governance programmes.

Position Summary

SPEDP in consortium with other three partners secured an Area Based Programming project for Southern Central Equatoria from the UN Trust Fund focused on Sudan Reconciliation, Stabilization, and Resilience. Therefore, SPEDP is seeking to recruit a qualified, experienced and self-driven South Sudanese to fill the positions of Project manager to be based in KajoKeji but manage Morobo County project activities as well

Job Purpose

Manage the implementation and coordination of project activities in the two Counties. Providing leadership, strategic direction, management and evaluation of all aspects of this project and plays a key role in liaison with consortium members, local authorities and other relevant stakeholders, team leadership and security.

Key Activity Areas

Project Management

- Oversee the overall implementation of the designated project components in consultation with project staffs and in accordance with the project proposal ensuring objectives are met within the required time frame and budget.
- Manage a comprehensive activity plan for the designated project components, including resource needs analysis, covering the time frame of the project life cycle.
- Support relevant Project staffs in day-to-day implementation of activities.
- Conduct regular monitoring and evaluation assessments against project objectives and reports writing.
- Maintain an overview of the regional context with a view to the strategic development of new projects both in current sites and in surrounding regions. This may include baseline needs assessments.

Representation

- Develop and maintain relationships with relevant stakeholders (e.g. beneficiaries, community leaders, local and national government officials, donors, UN agencies and other NGOs) and represent SPEDP at relevant meetings in CES in order to facilitate and ensure cooperation and partnerships.

Financial Management

- Plan and construct the budgets for project activities, in collaboration with the relevant Project officers in accordance with SPEDP guidelines.
- Working with the relevant Project Officers, ensure that budgets are spent according to project document and regulations and within the appropriate timeframe.

Staff Management

- Ensure all personnel related issues for the staff under this project are carried out in accordance with SPEDP guidelines. This includes appraisal, objective setting, development and training, disciplinary action, etc.



Security Management

- Oversee and monitor staff adherence to security protocols, including security incident reports.
- Ensure security plans and protocols for the area(s) of operation are updated and implemented in response to changes in the security situation.

Quality Management

- Ensure the project is implemented in line with donor project documents and requirements and in accordance with SPEDP, donor, country and international standards e.g. Sphere and HAP standard, etc.

Requirements Skills and experience

- University degree in a relevant subject such as Management / Development Studies / Business Administration.
- Strong working knowledge of English (spoken and written).

Experience / Competencies

- 4 years post-qualification experience in a management position, preferably in a relief environment.
- Leadership skills, experience and willingness in training/mentoring staff.
- Knowledge of Humanitarian Essentials, Sphere and HAP Standards.
- Advanced planning, assessment and analytical skills. Good negotiation, report and proposal writing skills. Excellent communication skills. Problem solving ability.
- Committed to team-building and able to develop and support other team members.
- Advanced leadership and project management skills. Creative, open-minded, flexible, self-learner.
- Experience working with communities of diverse cultural practices and low literacy levels.
- Computer literacy with advanced word processing, spreadsheet and presentation skills.
- Excellent organizational, budget, project management, communication and writing skills.
- Experience of establishing strong and constructive working relationships with colleagues from different functions and organizations.
- Ability to frequently travel to the field sites and work in hardship, insecure remote and non-accompanied locations.



If you are the right candidate for the above role and can clearly demonstrate your ability to meet the qualification given, submit your application and detailed CV to;

How to Apply:

Please send your application letter with non-returnable CV, copy of certificates and Contact address to the following address below. Only short-listed applicants will be contacted.

NB Female candidates are highly encouraged to Apply.

***Human Resources and Administration Department
Support for Peace & Education Development Program
Gudele Road behind Quick Service Fuel Station, Seminary
Residential Area.***

Or Email: recruitment@spedp.org

For more details, Visit our website: www.spedp.org

