

INTERNAL AND EXTERNAL JOB ADVERTISEMENT

ERRM PROGRAM MANAGER

Duty station: **JUBA, SOUTH SUDAN (with frequent travel to Project locations)**

Number of positions: One (1)

Date Issued: 22/06/2026

Category: National Staff Posting

I. Presentation of organisation:

SOLIDARITES INTERNATIONAL is an international humanitarian organization which provides aid and assistance to victims of war or natural disaster. For over 40 years in actions have focussed on meeting three vital needs: water, food and shelter. Solidarites International has been present in South Sudan since October 2006 and the mission currently consists of both emergency and post emergency programs.

Goal / Purpose:

The ERRM Program Manager is responsible for preparation and implementation of RRM WASH and CASH responses in Republic of South Sudan .

The ERRM Program Manager position's major objectives are to properly achieve the following global tasks:

- Maintain close monitoring of the humanitarian situation together with the ERRM Field Coordinator.
- Ensure coordination with ERRM partners.
- Ensure Early warning system is improving within the support of ERMM Field Coordinator.
- Team management of all operational staff.
- Drive multisectorial assessment and design interventions, increasing water and sanitation access to the emergency affected populations in Sotuh sudna.
- Collaboration with support department (logistics, admin and HR).
- Proper organisation of all aspects related to the ERRM WASH and CASH reponse.

II. RESPONSIBILITIES AND TASKS:

Preparedness of RRM response

- Reinforce Early warning system.
- To define and develop guidelines, tools and methodologies for assessments and assessments reports.
- To organise appropriate training for ERRM team members on emergency response methodology.
- To define needs for external training for ERRM team members.

- If needed, to implement training for the WASH team on multi-sectorial assessment and response design.

Implementation and follow-up of ERRM interventions in South Sudan

- To manage all SI's Rapid Response WASH and CASH program.
- To ensure the relevancy of the activities regarding technical design in consultancy with the technical Coordinators
- Monitor the activities and to follow progress in regards to the indicators and objectives defined in the proposal and propose changes if required by the context.
- To produce terms of reference, rapid assessment and intervention reports according to developed formats and to send them to Technical Coordinator and Field Coordinator for validation.
- Ensure the relevancy of the activities regarding technical design in consultancy with Field Coordinator

Human Resources management

- Manage the team and enhance its dynamics in order to reach the program's objectives through planning, team meetings, field visits, training, etc.
- To conduct evaluations (EAP) for staff under his/her responsibility at least every 6 months.
- To define in coordination with the Field Coordinator the individual capacity building of key Emergency staff.
- Issue explanation requests and sanctions if necessary in cooperation with the ERRM Field Coordinator. .
- Promote staff's health and security by ensuring that security rules are well applied in the work place and in the field.
- Report to the log/admin manager about complaints/conflicts among and to support him/her in the team conflict resolution if needed.
- Promote the values and ethics of Solidarités International.

Internal and external reporting

- To provide internal reporting on activities according to Solidarités International's internal tools.
- To provide terms of reference, rapid needs assessment and intervention reports.
- To contribute to the preparation of donor reports according to donors' guidelines (quarterly, intermediate and final reports).
- To write minutes on meetings (donors, local authorities, NGOs...).

Financial Management:

- To follow-up the budget lines dedicated to ERRM programs activities through Solidarités International's tool: Operational Follow Up.
- To coordinate closely with the Admin and Logistics departments to maintain a full overview of ERRM programs and support budget and ensure that human resources and logistics budget planning is informed by expected field needs.
- To prepare budgets for field deployments
- To produce monthly budget, follow up and prepare cash-flow forecasts with the log-admin manager.
- To ensure all required financial documents are properly prepared and filed by the field team, along with regular accountancy updates.
- Ensure the defined activities match the budget and its objectives in cooperation with the ERRM Field Coordinator

Logistics management

- To maintain a close communication with the logistics team about the RRM needs.
- To inform logistics department about needs for movements and loading planning – transport requirements.
- To support the log-admin to create and update a purchase plan according to the RRM planning and pre-positioning
- Follow up stock and anticipate purchases according to information given by the log-admin.
- Write program (internal order forms) IOFs and follow IOFs with the logistic department weekly.
- Responsible for durable and communication equipment attributed to his/her team (follow up system) by working closely with logistics
- Design stock pre-positioning needs in collaboration with the log-admin manager
- To liaise with partners for core pipeline donations.

External coordination



- To participate in humanitarian coordination meetings in emergency locations (ad hoc and regular).
- To liaise with external humanitarian actors for humanitarian rapid assessments and during emergency response.
- To proactively coordinate and work with other actors on the ground.
- To maintain a strong and continuous link WASH focal points and WASH cluster Focal Points in the area of intervention.
- To ensure proper communication schemes with the different levels of local authorities in the field.

Internal Coordination

- Monthly budget follow up meeting with the Field Coordinator and the LogAdmin of the base.
- Weekly logistic point (IOF follow up) with the Logistic team
- Weekly base meetings, whether in Juba or other SI base.

Security

- To follow the base security guidelines.
- To conduct/update field security assessments when on the field in areas of deployment.
- To actively seek and inform ERRM Field Coordinator about any security related information coming from the field or from other sources.
- To implement security rules to be followed by the field team in case of emergency situation, in cooperation with ERRM Field Coordinator.
- To coordinate with Field Coordinator for security assessment.

III. Technical Skills:

- WASH and Cash Program Management: Proficiency in planning, implementing, and monitoring projects.
- *Emergency Response: Capability to adapt WASH and Cash interventions in response to emergencies, such as disease outbreaks or natural disasters.*
- Technical ability to draft and develop project management tools and document.
- Leadership and Team Management.
- Stakeholder Engagement.
- Autonomy & Rigor.
- Capacity to adapt WASH and Cash interventions in response to emergencies, such as disease outbreaks or natural disasters.
- Excellent project monitoring and quality control.
- At least 5 years' experience in humanitarian sector in similar position.
- Good report writing skills, presentation, leadership, and supervisory skills of many officers and supervisors.
- Strong English writing skills required for writing program reports, proposals, situation updates, needs assessment reports, etc.
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IV. Qualifications

- Bachelor's degree in engineering, Biology, Water Resources Management, Humanitarian/Development/Political Studies.
- Relevant additional certifications training in the above field is a plus
- Conversant with AUTOCAD or related construction software's

VI. ORG CHART POSITION (reporting and functional relationships)

- Hierarchical manager : ERRM Program Coordinator
- Functional manager : ERRM Program Coordinator
- Management : Deputy ERRM PM, MEAL

Contract: fixed-term contract of 6 months' subject to funding.



Working hours: From Monday to Friday 7:30-4:30PM. As an executive job, some flexibility can be expected from the employee.

Basic salary: according to SI salary scale

Position is open to both internal and external applicants.

Please submit your application (CV, cover letter, photocopies of Academic Qualification, certificates of employment etc....) to **Solidarités International offices** in Juba, Malakal, Renk, and Ulang.

Preferably, you can as well send your application on the below email,

Juba.adm.recruitment@solidarites-southsudan.org

Please note that Solidarités International keeps all applications. Files will not be returned to applicants at the end of the recruitment process.

Deadline for submitting applications is: 10/07/2026. Any Application sent after this date will not be considered.

Females are very much encouraged to apply for the position.

