



Women Agency for Resilience and Transformation

Hai-Munuki Residential Area, Plot No 5, BK A, Off Bilpam road Behind Nile Petroleum, Juba-South Sudan

Tel: +211 921 241 836

E: info.wartssd@gmail.com W: <https://wart-ssd.org>

VACANCY ANNOUNCEMENT

POSITION TITLE: Programs Manager (1)
DUTY STATION: Juba South Sudan
REPORTING TO: Executive Director
DURATION: 6 Months
STATUS: FULL TIME



06 JUN 2024
Approved by Senior Inspector,
M.O.L/P.H.S.S.J
06/06/2024

COUNTRY PROGRAMME OVERVIEW

Women Agency for Resilience and Transformation (WART) is a women-led NNGO non-political, non-profitable organization established in 2017 to serve the needs of vulnerable women and girls in South Sudan.

WART is dedicated to building women's resilience to shocks and stressors that impact livelihoods, nutrition, health, and development through empowering and building the capacity of women in South Sudan.

WART implements humanitarian assistance projects in GBV, Health, Nutrition, Food security and livelihood, Education and WASH in various parts of the country in South Sudan.

WART is currently seeking qualified candidates for the position of **Programs Manager**

PURPOSE OF THE POSITION

Programs Manager is principally responsible for providing strategic leadership and managerial oversight of the administrative, programmatic, technical, financial and operational aspects of **WART's** programs. Contributes to oversight and implementation of key technical strategies. Works with Project managers to increase visibility and funding for **WART's** programs. S/He is also part of the senior management team and contributes to strategic and organizational development.

Specific Responsibilities & Tasks

- Play a key role implementing and regularly reviewing the 2022-2026 Country Strategy of the mission under the supervision and coordination of the Executive Director and Team Leader
- Ensuring that MEAL Policy and MEAL plans are implemented and beneficiary accountability mechanisms are functioning.
- Conduct regular field visits to provide support and supervision to technical focal points and other field staff.

Approved by
Executive Director
05/06/2024



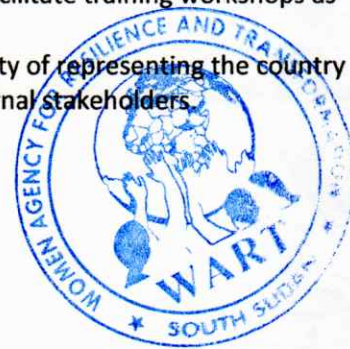
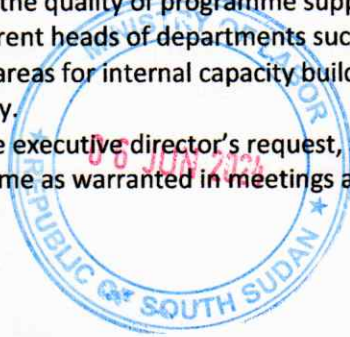


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- Continually reviews program performance to ensure that objectives are met according to program plans, log frames and agreements, and conducts regular program review meetings Program Strategy & Project Design
- Support the Executive Director in the development, implementation and review of the country strategy and its balanced scorecard, providing updated information, inputs, and recommendation for new and on-going interventions in the country
- Monitor humanitarian crises in South Sudan, perform field assessments when necessary, and advise the Executive Director of potential response options
- Lead Quarterly Programme and Country Strategy review meetings Representation & Coordination
- In coordination with the Executive Director and project managers, establish and maintain collaborative relations with donors, project stakeholders and other key actors working in the project areas.
- Ensure strong relationships are formed and maintained within clusters and coordination bodies in South Sudan. Proactively participate in relevant coordination meetings at national and ensure WART's participation and leadership in coordination platforms at subnational level
- Oversee the preparation and submission of funding documents - strategy papers, concept notes and proposals – to donors. When need arise write proposals and relevant documents to donors.
- Collaborate with the programme support office to ensure progress and final project reports are of high quality and submitted in accordance with set timelines.
- Review budget status on all projects on quarterly basis and discuss anomalies with staff responsible and revise accordingly.
- Collaborate with the country director in the preparation and revision of the country strategy document ensuring that it reflects WART mandate and the realities of the operational environment.
- Review programme directions based on evolving situation and assessments as needed and, in collaboration with executive director, provide leadership in the development of new programme initiatives.
- Provide strategic guidance on the inclusion and implementation of cross-cutting approaches, community empowerment, community development and capacity building ensuring it is integrated into all programmes.
- Monitor the implementation of projects, ensuring that programme staff provides regular status reports, proposing solutions for problems encountered, and overseeing any significant modification of project objectives and costs.
- Monitor the quality of programme support availed to the projects and coordinate with the different heads of departments such as logistics, human resource and finances.
- Identify areas for internal capacity building and conduct/facilitate training workshops as necessary.
- Upon the executive director's request, assume responsibility of representing the country programme as warranted in meetings and with other external stakeholders.





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Staffing/ partnership

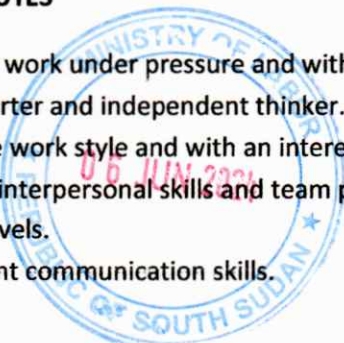
- Maintain excellent cooperation and coordination with partners, both local and international.
- Track partnership issues and coordinate as necessary key issues with the regional programme representatives and community mobilization unit.
- Capacity build and do professional development plans with staff under direct supervision
- Provide performance coaching and evaluation for all staff under direct supervision.
- In line with WART's policies and in collaboration with HR department, participate in the recruitment of the technical focal points, as well as other program-related staff as required.
- Be available to support and advise the technical focal points in their supervision of staff under their line management, as required and in coordination with the HR.
- Support the Executive Director in ensuring that staff respect WART's rules and regulations and adhere to WART's Mission Values and Code of Ethics, in coordination with the HR and other relevant senior management members.
- Any other task assigned by Executive and/or Team leader

MINIMUM QUALIFICATIONS/ EXPERIENCE

- Bachelor or master's degree in development studies, social sciences or other related field.
- 5 -6 years working experience in related field, preferably in East and Horn of Africa and previous experience in South Sudan a strong plus; At least 3 of the years should have been at head office level.
- Strong English oral, writing and analytic skills; experience writing or reviewing grant proposals; strategic planning and other organizational development skills a plus.
- Proficiency in computer programmes such as Word and Excel.
- Experience with different international donors' requirement
- Experience working as programs manager or Head of Programs is a MUST requirement

SKILLS/ATTRIBUTES

- Able to work under pressure and with diverse cultures.
- Self-starter and independent thinker.
- Flexible work style and with an interest in being part of a dynamic and evolving team.
- Strong interpersonal skills and team player with the ability to build relationships with staff and partners at all levels.
- Excellent communication skills.





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PSEA

WART has a **ZERO TOLARANCE** to Sexual Exploitation and Abuse of Employees and 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, the 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.

HOW TO APPLY

Qualified and interested candidates should send an application letter, CV with at least three referees, and copies of academic documents to recruitment.wart@gmail.com, hand delivered copies should be delivered to our head office in Hai-Munuki residential area plot NO 5 no later than 28th June 2024 at 5.00 pm local time. Subject "**Application for Programs Manager Position**".

This is Juba position and non-Relocatable. The Staff will work under the terms and conditions for this job as discussed and agreed with the selected candidate.

NB: WART retains copies of application papers at the end of the recruitment process and therefore only copies of your academic documents and other testimonials should be submitted. Due to the urgency of the position, applications will be reviewed regularly and the position may be filled before the end of the expiry date of the advert.

Only shortlisted candidates will be contacted

Female candidates are encouraged to apply.

