

## Job Advertisement

### **Promoting Civic Engagement and Peace (PCEP) Program**

#### **SCOPE OF WORK**

**TITLE:** Regional Program Manager  
**DURATION OF CONTRACT:** One-year, renewable  
**LOCATION:** Juba, Wau, Bentiu, Malakal, Akobo, Bor  
**SUPERVISOR:** Senior Field Director

#### **Project Background:**

Under contract with the U.S. Agency for International Development (USAID), DT Global South Sudan will be implementing the five-year, Promoting Civic Engagement and Peace (PCEP) Activity in South Sudan. PCEP will build the foundation for a more stable and socially cohesive South Sudan that will enable local actors to build community cohesion to promote peace processes and peaceful co-existence; civil society actors to advocate for peace and reconciliation and participate in civic processes; provide trauma awareness services to communities; and access to media that is providing accurate, fair and thorough information to mitigate the impact of rumor and misinformation. PCEP intends to program in Juba, as well Unity, Greater Bahr el Ghazal, Upper Nile, Greater Jonglei, and Greater Equatorias regions, although geographic focus may shift.

#### **Position Summary:**

Regional Program Managers (RPM) have overall responsibility for program implementation and management in their assigned region of work, inclusive of managing a small team, overseeing their respective regional strategy, and having overall responsibility for a portfolio of small activities in their region.

#### **Duties and Responsibilities:**

- Manage the regional program team, which may include grant/procurement specialists, program specialists/program officers, financial specialists/officers, admin assistants or other positions
- Conduct regular team meetings to ensure that all tasks have been assigned appropriately and to share updates between team members; conduct regular team meetings via phone with any staff based in a different location
- Support the professional development of team members by providing regular feedback and support, including completing bi-annual performance appraisals
- Maintain oversight of the regional activity portfolio – which may include in-kind grants under contract, cash grants under contract, short-term technical assistance, and direct delivery of goods and services
- Ensure all key program elements are moving forward in a timely manner, in line with the USAID-approved activity and all USAID and PCEP rules and regulations
- Act as “activity focal point” on certain activities, including taking ownership of relationships with grantees/local government and key partners necessary for successful activity implementation; leading the activity writing process; and supporting all elements of the activity that may include implementation and Monitoring and Evaluation (M&E)
- Assign team members to act as focal point on individual activities when appropriate, while continuing to support and maintain oversight of all activities
- Ensure that procurement, finance, logistics, and programmatic aspects of each activity is being implemented on-time and in accordance with the approved activity and budget, along with USAID rules and regulations
- Submit weekly activity notes, and quarterly reports for your region; submit any other reports requested by your manager

- Support the M&E team to conduct activity and outcome level M&E activities in your region, including providing other staff as requested to assist in collecting photographs and attendance sheets or to conduct key informant interviews or focus group discussions
- Develop and maintain collaborative relationships with local partners, state and local government authorities, international and national NGOs and CBOs, donors, and other key stakeholders
- Maintain a strong understanding of conflict dynamics in your assigned region, to assist in development of annual strategies, and in individual grant development while following key do no harm principles
- Oversee development of the regional strategy with input from senior management and USAID
- Develop capacity building strategies and plans for building the capacity and sustainability of partner organizations
- Maintain proactive communications with PCEP Juba senior management on all relevant programmatic or operational issues
- Conduct regular visits to field sites to oversee activity development, implementation and closeout
- Visit new field sites and conduct assessments in order to identify potential partners and launch programming in new areas
- Maintain oversight of the regional office, including all local procurements, logistics and finances related to maintenance of the office
- Approve both program and operation expenditures according to the approval matrix, for your region, in line with all DT-Global, PCEP and USAID rules and regulations
- Travel between field sites on a regular basis
- Any other tasks as assigned by your supervisor or Chief of Party

#### **Education and certifications:**

- Post-secondary Diploma in relevant field, a university degree preferred. Other relevant certifications will be considered.

#### **Key Position Competencies and Experience:**

- At least five (5) years of progressive experience in implementing donor funded programming
- Prior experience working on USAID-funded projects, including recent experience with stabilization, peacebuilding, and/or democracy and governance projects
- Experience in the development of, writing, and overseeing small activity/grant portfolios working with local partners on peacebuilding or similar activities
- Proficiency in Microsoft Office programs
- Experience training and mentoring staff
- Effective written and oral communication as well as interpersonal skills
- Demonstrated problem solving and analytical skills and good judgement
- Be proactive, have strong prioritization skills, and ability to work cross-culturally
- Possess demonstrated leadership skills, humility, and self-awareness
- Fluency in English and Arabic preferred; ability to speak at least one of the local languages for your region
- Have a nuanced understanding of local and national context, and an understanding of conflict issues at the state, county, payam, and boma levels

#### **DT Global Core Competencies:**

- **Teamwork:** Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust and commitment.
- **Communication:** Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.



- **Adaptability:** Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.
- **Customer/Client Focused:** Anticipates, monitors and meets the needs of customers and responds to them in an appropriate and responsive manner.
- **Diversity & Inclusion:** Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly.
- **Professionalism:** Displays appropriate and ethical behavior, integrity and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal.

*DT Global South Sudan is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global, LLC prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.*

To apply, please send your **CV and Letter of Motivation** to [PCEP-administration@dt-global.com](mailto:PCEP-administration@dt-global.com). **Include the name of the post AND the location of the post you are applying for in the Subject line**, for example, if you are applying for the post of Procurement Officer in Wau, the Subject line of your email submission will read "Procurement Officer-Wau"; if you are applying for multiple locations for the same position, include all the locations in the Subject line, for example "Procurement Officer-Wau, Juba, Bentui". Please submit separate emails for each post if you are applying for multiple posts. Please **apply electronically**, DT-Global will not be accepting paper copies at this time. Only candidates who are short-listed will be contacted. **The deadline for submissions in Sunday, November 18, 11:59PM, East Africa Time**