



PROGRAM MANAGER – AICS EMERGENCY PROJECT

Amref Health Africa – Comitato Collaborazione Medica (AHA – CCM) is an Italian Foundation operating in Africa, specialized in health-related projects' implementation, either in humanitarian or development contexts. AHA-CCM has conducted several interventions in South Sudan since 1983, working mainly in Warrap, Lakes States and Eastern Equatoria. AHA-CCM supports local health institutions in manage Hospitals, Primary Health Care Centers (PHCCs) and Primary Health Care Units (PHCUs) in 5 counties of the above-mentioned States in order to improve primary and secondary health care services and contribute to meet the MoH priority targets, according to the national health strategies.

AHA-CCM is committed to (i) ensure the emergency response to current humanitarian crisis, and (ii) preserve the already fragile health system from a possible deterioration and collapse due to the humanitarian crisis.

Location: Greater Tonj (Warrap State, South Sudan)
Nr. In position: 1
Contract duration: 12 months
Start date of the contract: 1st March 2023
Closing date for applications: 21st February 2023

Duties and Responsibilities

Aims and General Characteristics

The Program Manager is responsible for the overall management of the project funded by Italian Agency for Development Cooperation (AICS) aiming at supporting the County Health System through Health and Nutrition Mobile Clinics in order to ensure effective integration with Primary and Secondary Care and Nutrition Services. The PM shall guarantee proper harmonization of project activities and their financial and administrative management according to the procedures decided by AHA-CCM/Amref South Sudan and by the contracts signed by the Donors. He/she reports directly to the Head of Programs for the planning of the activities and for the preparation of the budget and cooperates with the Lot 19 Program Manager, Nutrition Program Manager and Technical Officer for technical and operational supervision and monitoring of the project.

Here below the details of main tasks assigned to the Project Manager grouped by management areas:

Project management and implementation:

- Oversee the projects implementation at the County Level liaising with the technical, operational and procurement teams and all counterparts to ensure the compliance of the project's work plan
- Ensure the design and updating of detailed work plans and reporting formats of the projects following the donors and AHA-CCM/Amref South Sudan requirements and in strict coordination with the different teams.
- Monitor and report on the implementation – output, timeline, finance and quality – of the projects, and recommend solutions to both the technical and administrative supervisors where required.
- Ensure the correct utilization of the budget of all projects implemented in his area of competence, the allocation of expenses to the proper budget lines consistently with the official documents and donor rules.
- Prepare and regularly update the AHA - CCM/Amref South Sudan administrative tools (monthly purchase requisition form, revision of BFU, procurement plan, fund request, cash control and



reconciliation, etc.) in strict coordination with the dedicated Administrative Staff at field and Juba level.

- Communicate and coordinate with Head of Programs on updates, bottlenecks rising during the implementation of the projects for appropriate resolution.
- Ensure the finalization of the interim and final financial reports following the procedure agreed.
- Ensure the capitalization of the experiences made during the project and cooperate in the sharing of the identified best practices.
- Ensure the development of new and similar project proposals through the elaboration of assessment and the collection, evaluation and analysis of health data in line with AHA – CCM/Amref South Sudan strategy in the Country.

Representation:

- Represent AHA – CCM/Amref South Sudan in the working relationship with the counterparts at local, County and State levels in order to ensure a smooth implementation of the project.

Logistic and procurement management

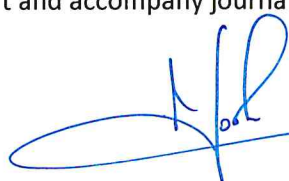
- Oversee the procurement of goods and services and supervise LMDs according to AHA - CCM and Donors' procedures, supported by the Procurement and Logistics Coordinator, Sr. Field Logistician and Medical Logistician.
- Prepare, monitor and implement financial and procurement plan
- Prepare weekly/monthly liquidity plan
- Approval of all purchases/contracting and budget line allocations
- Verify on a weekly basis the bookkeeping entries in the AHA-CCM accounting spread sheets: verify budget line allocations, budget expenditure status against actual delivery and the financial plan for the remainder project implementation period
- Ensure for all purchases/contracting of goods/services/supplies follow the correct AHA-CCM procurement guidelines and are properly documented, in close coordination with the administration and logistics department
- Verify the list of expenditures prior to finalizing the monthly, interim and final financial reports
- Hold final responsibility for verification of all support documents' completeness and correctness
- Ensures the general management of the field offices when necessary.

Human Resources

- Manage the local team(s) for the Mobile Clinics both Health and Nutrition that are involved in the project.
- Participate in the recruitment and appraisal of staff and consultants, if any, involved in the projects.
- Provide professional development and training to staff and assign roles in project implementation.
- Manage safety issues in collaboration with the Lot 19 Program Manager and Country Representative.

Communication and Fund raising:

- Support and accompanies missions by HQ and other national/regional technical staff whose purpose is to create awareness of the activities undertaken by the Organization.
- Support of the Communications and Press Team and the Fundraising and Field Activities Team by providing information (videos, photographs, texts) to promote the organisation's activities; if needed, support and accompany journalists or other interested individuals on visits.



Job profile

Requirements

- Relevant academic background, post graduate studies in Public Health is a strong asset
- At least 5 years' progressive experience within the humanitarian sector **especially in the context of running multiple Mobile Clinics (both Health and Nutrition Sites) in remote locations.**
- At least 3 to 4 years of relevant working experience in project management within the humanitarian sector
- At least 3 to 4 years' experience in managing staff and overseeing their work
- Experience in projects dealing with health services delivery as well as addressing malnutrition through CMAM, strengthening of local capacities and community based interventions is a very strong asset
- Experience with implementing other sector activities (e.g. wash, livelihoods support or community-driven programs) would be seen as an advantage
- Experience in South Sudan and/or in other African countries is a strong asset
- Good understanding of HR, Financial Procedures & Administration Policies and Logistics
- Strong team management skills
- High level of autonomy and initiative
- Ability to prioritize, meet deadlines and achieve results through internal and external collaboration
- Strong representation skills
- Strong interpersonal and intercultural skills
- Strong writing and reporting skills is a must.
- Motivation to work in a volatile and unsecure environment and ability to work under high pressure
- High ability to adapt to very rural contexts where there are poor living conditions
- Computer proficient, especially in MS Office required.
- English mandatory (oral and written)



Application Procedure:

Interested applicants can submit updated CV, Cover Letter, relevant academic certificates and contact details of at least 3 professional references to the following email: recruitment.ssd@ccm-italia.org mentioning the position in the subject line as "**PROGRAM_MANAGER_AICS_EMERGENCY_GREATER_TONJ**"

Any email without a clear title, will not be taken in consideration due to the high level of applications.

AHA-CCM/Amref South Sudan has a zero tolerance for any form of abuse/harassment and staff are expected to uphold the organizational values. We are determined to keep our beneficiaries safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of vulnerable children and adults from any form of abuse.

