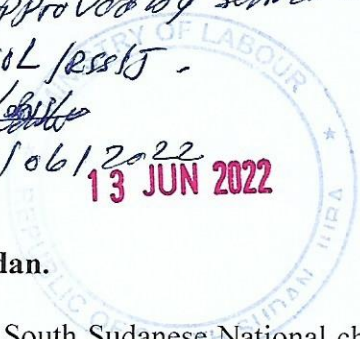




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Approved by *Senior Mgt*  
MOL/jessij -  
*Leah*  
13/06/2022  
**13 JUN 2022**



**JOB ADVERTISEMENT: Protection programme Manager**

**Organization: The Organization for Children Harmony (TOCH) South Sudan.**

**About the Organization:** The Organization for Children Harmony (TOCH) is a South Sudanese National child focus Non-Government Organization (NGO) established in 2008. The organization is legally registered with the Ministry of Justice and with the South Sudan Relief and Rehabilitation Commission (SSRRC) with different offices and a number of interventions running in different Counties of former Warrap state.

TOCH implements a diverse portfolio of programs and projects on both Emergency and Social Development issues that are focused on contributing towards child protection and women empowerment and general livelihoods in their communities. Our current interventions specifically target Vulnerable Children both girls and boys, women, and vulnerable households such as the poor, Internally Displaced Persons (IDPs), and Returnees in our operation areas by providing assistance and opportunities for empowerment and sustainable development through addressing the underlying causes of poverty all our programming is guided by our core values.

<b>Job Title</b>	<b>Protection Programme Manager</b>
<b>Reporting to</b>	<b>Head of Programs</b>
<b>Location</b>	<b>Juba</b>
<b>Contract Length</b>	<b>12 months</b>
<b>Closing Date</b>	<b>30<sup>th</sup> June, 2022</b>

**Child Protection Policy:**

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.



**JOB DESCRIPTION:**

**Job purpose:**

TOCH is seeking Protection Programme Manager to oversee the overall activities of the Protection sector in the field of General protection, GBV, and CP , which are implemented in the Greater Bahr el Gazal states.

The Protection programme Manager is in charge of protection sector to ensure an accurate, proper, timely and high quality implementation of Protection Needs of Vulnerable Children and women through Child Protection Case Management System, PSS,GBV Case management, capacity building etc that means s/he has a major responsibility for the protection projects being implemented by TOCH.

The position will be based in Juba TOCH Head office with frequent travels to the field/project locations. The Protection programme Manager is responsible for the overall activities' planning, execution and reporting of his/her projects. He/she is directly assigned to, and responsible of the supervision of all logistics, HR, financial and overall functioning aspects of the projects.

### **Functional and hierarchical reporting lines:**

The Protection Programme Manager directly reports to the Head of Programs and is under the overall supervision of Executive Director. The Protection Project Manager is expected to coordinate closely with other departments within TOCH, including Food Security and Livelihoods, WASH, Education, Peace building as well as supporting departments such as Procurement, Finance, HR and M&E.

The Main tasks of this position includes: Project management, Program quality, coordination, team management and administration

### **Team Management**

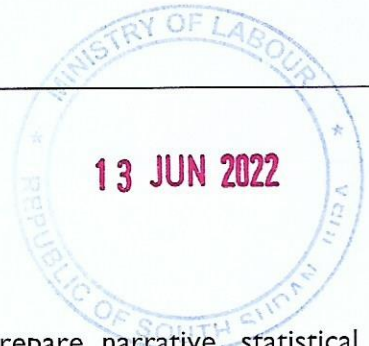
- Ensures that a daily support as well as punctual trainings are organized and provided in order to develop and strengthen the programmatic technical skills of the team implementing the Project.
- Encourages effective team work, especially on issues related to cross-sectorial collaboration.
- Promotes and encourages a culture of compliance and ethics throughout TOCH office. As applicable to the position, maintains a clear understanding of TOCH and donor compliance and ethics standards and adheres to those standards. Communicates these values to staff and to partners and requires them to adhere to these values.

### **Coordination**

- Coordinate all the project activities and participate in regular internal coordination meetings, in which s/he presents a detailed review of current achievements, challenges faced and options considered for the project;
- Ensure the correct flow of operational information related to her/his project within the office and also to the others departments.
- Coordinate with all the local implementing partners, relevant ministries, other NGOs, and actors in the areas, seeking possible synergies and to avoid duplication;
- Develop and maintain liaisons with relevant ministries and entities in order to facilitate work development progress;
- Participate or ensure appropriate representation in relevant Cluster meetings at Local level and that a proper dataflow / information where appropriate

### **Project Management**

- Overseeing the planning and implementation of the project under her/his responsibility through the management and supervision of the head of programs
- Prepare and present activity work plans and budgets
- Ensure effective and efficient accountability by the implementation team
- In collaboration with the Admin, Finance & Logistic officers, ensures the correct financial management of project funds. Provide budget and ensure timely accountability for the resources utilized. Guarantees a monthly tracking of budgets; maintain and updated asset register



- In collaboration with all others Departments, contributes actively to prepare narrative, statistical and financial reports for donors as required, in a timely manner
- Guarantees a correct communication and visibility of the project ( Awareness and advocacy documents) with support from Communication Coordinator

### **Project Technical Quality**

- Ensure a proper and timely delivery of the project according to agreed outcomes, within budget and on time, by the project team
- Provides technical support and guidance to the project team, in order to ensure an excellent level of quality of the project implemented, uniformity and compliant with the donor standards.
- Oversee the proper monitoring of the project impact, assessment of the value of each activity in terms of its contribution to expected outcomes. Discuss and validate with Head of programs the proposed changes/adjustments in activities if needed
- Ensure gender and child protection mainstreaming in all activities.

### **Organizational Policies**

- Respects the Child Safeguarding Policy (CSP) and its principles of child protection, ensuring the policy's implementation and prompt notification with any information regarding potential breaches of the policy.
- Abides by and promotes the practices and values set out in TOCH policies and procedures such as the Internal Regulations, Standard Operating Procedures and other policies.
- Undertake all other duties that may be requested by the line-manager and that are compatible with the job.
- Enhance adherence to the organization policies by the project team

### **Professional and Personal Competencies**

The Project Manager is expected to have the following competencies to fulfill his or her responsibilities and to achieve the desired results:

- Strong managerial, coordination, and communication skills, both written and verbal
- Ability to work independently with minimum level of supervision Integrity and honesty in management of financial resources
- Demonstrated experience in working in partnership with local partners, experience in capacity building, training development and facilitation in areas of project implementation
- Proactive and able to take initiative
- Committed and self-motivated
- Commitment to the humanitarian imperative
- Strong understanding of gender and child rights issues
- Ability to work in a team

### **QUALIFICATIONS**



- At least 5 years of work experience in the humanitarian sector with an NGO
- At least 3 years work experience in child protection
- Strong analytical and organizational skills
- Ability to manage financial resources with utmost integrity
- Conversant with computer packages such as Ms word, Ms Excel, Ms PowerPoint and internet
- Fluency in English, Arabic and Local language.

#### **FURTHER INFORMATION & HOW TO APPLY**

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Nationality ID, Academic documents & relevant certificates. To [recruitment@toch-ss.org](mailto:recruitment@toch-ss.org) or hand deliver at the Reception at TOCH office at Kuajok, Warrap and Tonj field Offices as well as Juba Head office by close of business on 30<sup>th</sup> June 2022.

*The position must be clearly indicated in your subject line or on envelope.*

#### **Please note that:**

- This position is open to South Sudanese nationals only.
- Female Candidates are encouraged to apply!
- Only candidates who meet the selection criteria will be contacted.

#### **Disclaimer:**

**Toch South Sudan does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents**

