

Bilpam Road
Opposite Tongpiny Cemetery
Juba, South Sudan



Justice for Children
Organization

(J4CO)

Fighting For The Rights Of Children

Vacancies Announcement:

Position: Program Manager

Report to: Head of Program

Location: Juba

Duration: 3 Months

Starting Date: ASAP

Organization Background:

Justice for Children Organization (J4CO) is a National, Nonprofit Organization established in 2016 and registered with relief and rehabilitation Commission of the government of South Sudan. Its core principle is to deliver services to the community of South Sudan. J4CO is supporting education programs in Leer, Koch and Mayendit of Unity State in partnership with UNICEF.

J4CO is currently looking for a suitable South Sudanese national to fill in the position of Program Manager to base in Juba with frequent travels to the project site.



Job Summary

The post holder will provide programming and technical implementation guidance to the field teams. The position requires experience in education, management and administration. He/She will be part of Senior Management Team (SMT) whose main responsibility will be program development and implementation, staff management, country program reporting and quality assurance of program delivery. This position reports directly to the Head of Program.

Duties and Responsibilities

- Overall supervision of Education project activities
- Oversee and coordinate baseline surveys, program studies and project design.
- Contextualize and implement sustainable Education programme
- Support strategic planning and operational program development
- Lead the team in project development and implementation
- Conduct assessments and evaluation of program needs and suggest appropriate adjustments in program design or implementation strategies.
- Conduct regular analysis of project impact on direct and indirect beneficiaries
- Closely monitor planned versus achieved program results. Advise on the implementation of project interventions to achieve project outputs and objectives
- Manage, mentor, and develop the systematic building of staff capacity in areas of Education service delivery, planning, monitoring and evaluation, financial controls and management.
- Provide leadership to the component teams, ensuring clarity over sector plans and priorities encouraging effective teamwork



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- Develop and manage relationships with stakeholders in Education to ensure effective implementation of sustainable projects.
- Monitor the sector situation and advise on potential future scenarios in the Education sector
- Develop concept papers, proposals, and budgets
- Represent DITB to other NGOs and other forums in issues relating to Education sector, ensuring coordination and constructive working relations
- Work with director to develop, adopt and disseminate Government policies on Education within the project locations and ensure staff are adequately informed on Education policies.
- Work to ensure the safety of all students under the program
- Write monthly, quarterly and annual program reports
- Lead annual program planning, budgeting and reviews and staff trainings
- Provide technical assistance and lead on project design, proposal development and fundraising
- Ensure proper financial controls are being followed and in line with project expenditure
- Support human resources needs assessments, recruitment and discipline
- Conduct performance planning/appraisal of line staff
- Support SMT to ensure learning from project reviews and evaluations are understood and disseminated to the field
- Work closely with country director and U.S. office to define and execute program goals.

Qualification/Requirements:

Essential Requirements/Person Specification

- University degree in Education or other relevant qualifications
- 3 years' development work experience.
- Previous experience in project cycle management with expert skills in design, implementation and monitoring and evaluation of projects.
- Experience in people, asset and financial management.
- Strong budgeting, reporting and proposal writing experience gained in an NGO/INGO setting.
- Excellent communication skills (written and spoken)
- Familiarity with the national and international Education frameworks, policies guidelines and trends
- Technical expertise in educational approaches as applied in developing world
- Proven record of capacity building in team members
- Self-started and ability to work independently and as a member of the team.

Application Process

Those who meet the requirements please submit a one-page cover letter and CV (no more than 4 pages) with details of your qualifications and work experience including three professional references. All offers of employment are made contingent upon the successful completion of all applicable background checks.

Applications send CVs, with references, to: justicechildren16@gmail.com not later than 04th June 2021@5:00PM

Please Note

1. J4CO is an equal opportunity employer.
2. Only finalists shall be contacted.
3. All documents submitted will not be returned and are subject to authenticity and background checks.

