



Norwegian People's Aid

South Sudan

50-H-3
Approved by
16/11/2023
NPA



Vacancy Announcement: Head of Sub Office (HoSO) Based In Fangak, South Sudan

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan.

NPA has worked in South Sudan since 1986 and currently runs three programs: Civil Society Development, Humanitarian & Resilience, and Department for Development and Humanitarian Cooperation (DHC).

The position is under the NPA Department for Development and Humanitarian Cooperation (DHC).

NPA works in partnership with local organizations with the aim to strengthen their ability and to fight for a more equitable distribution of power and resources in their communities. Currently NPA DHC has more than 20 Programs ongoing in Africa, Asia, Latin America and the Middle East.

Purpose of the Position:

The HoSO has the responsibility for the management of NPA's sub-office in Fangak.

The position requires a dual approach where the HoSO is responsible for all support services and budget holder for the support lines of projects in Fangak and Pigi and the quality implementation of Humanitarian and Resilience Programme programming.

The HoSO is responsible for the implementation of a large WFP grant with a demanding donor in unpredictable context, in combination with other grants.

Given the tense context in South Sudan, the HoSO plays an important role in ensuring duty of care for NPA staff. The employment contract for this position is definite contract with possibilities of extension based on funding and performance.

Duties and Responsibilities:

- Lead the planning and implementation of project activities and set high quality performance targets ensuring NPA and partner adherence to technical standards, best practices, NPA strategic objectives and donor guidelines.
- Provide support to partners in project implementation and ensure timely and qualitative implementation of projects by partners in line with NPA and donor requirements.
- Anticipate and mitigate risks and implementation delays and provide ad-hoc support to project implementation through trouble shooting and eliminating blocking points.
- Monitor output achievement, cash burn rates and ensure a timely completion of projects through review, BVAs and project reports.
- Ensure that contractual obligations are met in terms of project deliverables.
- Ensure that project annual plans, budgets and reports are in place, and that these enable relevant activities of good quality.
- Manage the NPA Fangak sub-office, including administrative and personnel issues, and ensure that relevant strategies, policies and procedures are in place and are adhered to (admin/finance, HR, procurement, security and logistics).
- Responsible for accountability and transparency in the implementation of approved budgets, ensuring that all expenditures (imprest, salary/incentive payments, invoices, etc.) are presented properly and timely
- Responsible for implementing NPA security procedures in Fangak and Pigi, and report to HRD Programme Manager and security management team in Juba.



Desired Qualifications/Skills/Experience:

At least five years' experience and demonstrated success at management level in an international NGO, within multi-sectoral, humanitarian programming (food security, protection, livelihood and Disaster Risk Reduction operations).

Relevant technical, advanced university degree

Demonstrated success in project designing, implementation, monitoring, evaluation and reporting.

Proven skills in budgeting, finance development and risk management

Experience from and understanding of hardship humanitarian postings.

You are able and willing to work and live in very isolated hardship conditions with limited access (transport is only possible by boat, UNHAS flight once a week or walking).

Public services and commodities available are limited, and the living conditions in the NPA compound are basic. You will work independently and proactively with minimum supervision, and are culture-sensitive, with good communication and interpersonal skills.

NPA South Sudan Offers:

An exciting opportunity to be part of a well-established country programme with a **strong reputation and a wide portfolio of programme activities** and donors.

As a key member of the SMT, you will be central to the continuous development of this programme.

Comprehensive salary package including country specific allowances and insurance scheme.

Five weeks' annual holiday plus one additional week off for expats.

Three international flights home per contract year.

International staff are housed in a guest house in Juba, and **benefit from a 7/1 R&R rotation**.

Please note that we offer a two-year contract* with the possibility of renewal.

The salary and allowances are subject to income tax according to NPA's Tax Policy.

The working conditions, including annual leave, follow the Norwegian Working Environment Act.

NPA South Sudan is an Equal Opportunity employer. In making employment decisions it does not discriminate based on gender, ethnicity, religion or political affiliation.

Instructions for submitting Application

Please note that shortlisting and interviews will take place continuously and before the application deadline.

We continuously strive for more diversity and inclusion across the organisation.

We encourage all qualified candidates to apply. You will hear from us within two weeks after the application deadline.

We kindly ask you to carefully read NPA's [Code of Conduct](#), [Safeguarding Policy](#), and [Anti-Corruption Policy](#) before you submit your application. If you are the selected candidate for this position, you will be asked to complete and sign a Safeguarding self-declaration as well as our Code of Conduct.

Validity of the offer and contract depends on satisfactory medical certificate, full vaccination, valid travel visa and necessary permits for service and residency in the country of service.

The offer and contract also depend on donor funding and might be subject to donor approval.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: recruitment-rss@npaid.org

Applications submitted after 12:00 noon on Friday 8th December 2023, will not be considered.

NB: Submitted copies of academic transcripts will NOT be returned to the applicant

