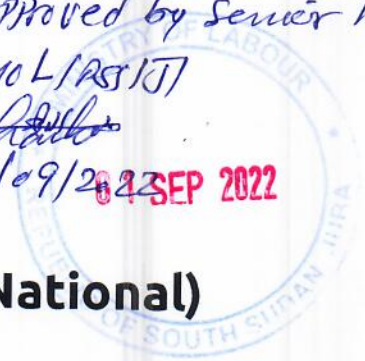




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APPROVED by Senior Inspector,  
MLO L/ASSTJ  
*[Signature]*  
01/09/2022 SEP 2022



## Head of Programs – South Sudan (National)

### Mission

In situations of armed conflict, Geneva Call, as a neutral, impartial and independent international humanitarian organization, endeavors to strengthen the respect of humanitarian norms and principles by armed non-State actors, in order to improve the protection of civilians, while supporting local communities in their efforts to enhance their own protection. Appel de Genève/Geneva Call is a private, not-for-profit, humanitarian organization foundation under Swiss law, founded in 1998. Geneva Call is leading humanitarian engagement with armed organizations in South Sudan with the aim of enhancing the protection of conflict-affected communities.

Geneva Call consists of many diverse nationalities, cultures, languages and opinions. Geneva Call is an inclusive working environment for all its staff. Applications are particularly encouraged from all qualified candidates without distinction on the grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation, and gender identity.

### Role

Ensure effective and quality program development and implementation in South Sudan including planning, monitoring, budget management, coordination with implementing partners, key stakeholders and management of program team.

### Main activities

#### Assessment

- Lead the planning, coordination and implementation of protection related assessments to inform Geneva Call of key needs in areas of interests for Geneva Call.

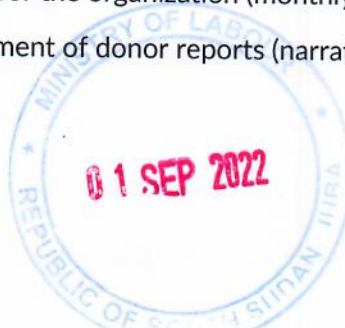




- Analysis of the humanitarian and security situation in country and identify areas of interests of work for Geneva Call.
- Initiate adjusting the project activities based on the evolution of needs and assessment findings.
- Monitor closely security and political dynamics across the country and in the sub-region.

### Program supervision

- Lead and support the Program Team in programme/project/task delivery ensuring timely implementation, output, outcome and objective delivery and monitoring and evaluation
- Guide the Program Team to develop strategies in support of local community networks and partner civil society organizations to monitor armed organization practice and conduct local level advocacy and protection initiatives to leverage positive policy and behaviour change
- Guide the Program Team, and potential partners, in developing methodologies and models which can increase community protection via integration of IHL into traditional protection mechanisms and structures.
- Ensure the effective flow of information and communication with local partners, the HAD community and update Country Director on latest developments.
- Support the Country Director in leading humanitarian engagement sessions with senior armed organizations officials, and other key stakeholders.
- Continue mapping emerging armed organizations and CSOs engaging with existing armed organizations.
- Support the development of advocacy messaging and IHL campaigns aimed at a broad range of stakeholders and influencers.
- Conduct monthly Program Review Meetings to evaluate project progress against targets and objectives and to define the priorities for the upcoming month.
- Review Budget Follow-Ups, ensure the financial allocation per budget line and ensure that all financial risks of underspending or overspending are mitigated.
- Develop budget forecasts for the organization (monthly and quarterly).
- Contribute to the development of donor reports (narrative and financial).





### External representation

- Represent Geneva Call during in the relevant coordination platforms, including Protection Cluster and other relevant platforms at a central and field level.
- Represent Geneva Call in agreed and relevant bi and multi lateral meetings, forums or other networks which are strategically relevant and will enhance, forward Geneva Calls work and strategy in South Sudan.
- Represent Geneva Call in meetings or other forums, with existing or defined potential donors.
- Lead on and ensure positive coordination and communication with external stakeholders in general, with a focus on identifying synergies and collaboration with potential partners and highlighting Geneva Calls specific mandate and added value. In the South Sudan context.

### Fundraising and Program Development

- Lead on the development and updating of the Country Program Strategy with the support of the Country Director.
- Prepare monthly internal and donor monitoring reports with the support of project officers and relevant support staff.
- Contribute to updating Sitreps on a quarterly basis.
- Lead in the development of concept notes and provisional budgets.
- Support the development of thematic engagement frameworks, SOPs, 'best practice' models and papers in order to define and direct implementation methodologies.
- Lead the process of proposal development (needs' assessment, narrative proposal, log frame & budget).
- Ensure appropriate design, implementation, monitoring, review, and evaluation of the country operations, in line with Geneva Call programmatic guidelines with a focus on planning and results.
- Ensure alignment of newly developed programming with Geneva Call's strategy in South Sudan.





## HR Management

- Manage the program team on a daily basis and via the application of programme based workplans and personal Action Plans and Performance monitoring tools.
- Ensure the teams adherence to Geneva Call's principles, mandate and methodologies via the application of agreed Geneva Call tools and best practice guides.
- Promote teamwork and an inclusive engagement and management approach leading to a motivated, engaged and stimulated team,
- Build the capacity of the program team through direct or indirect provision of training.
- Mentor and advise the program team during regular field visits and able to lead on necessary adjustments to planned outputs based on updated context analysis and need.
- Assess the performance of the program team and make recommendations for improvement, or highlight areas of achievement, via regular one to one sessions with the objective of encouraging and promoting professional development and general satisfaction with the role and expected deliverables.

## Safety management

- In close coordination with the Country Director and Support Coordinator, ensure that staff safety regulations are respected across the program Team.
- Support the development of safety and security protocols, SOP's and risk assessments with special focus on field operations.

## Additional duties

- Contribute to opening new bases when required.
- Additional tasks when required.

## Main qualifications

## Education and experience





- A relevant master is required.
- Knowledge of International Humanitarian Law (IHL) or International Human Rights Law is an asset.
- Minimum 5 years equivalent of program management experience with increasing level of responsibility within a humanitarian organization.
- Experience of capacity building and mentoring, team leadership and management.
- Experience in financial management, with a focus on value for money and overseeing donor compliance in relation to budget control and programme delivery.
- Specific technical experience in one of the broad categories of; MEAL, community protection or peacebuilding in the South Sudan or similar context would be considered an asset.

#### Technical skills

- Solid programme management skills including program planning, implementation, monitoring and evaluation.
- Solid understanding of finance and budget management.
- Demonstrable knowledge of humanitarian architecture, humanitarian principles and standards.
- Demonstrable knowledge and experience of community development approaches, ideally in the South Sudan context.
- Demonstrable knowledge and experience of developing programming within a Nexus approach.
- Strong presentational, writing and editing skills in English including proposal writing.
- Demonstrable capacity to analyse complex political situations and translate analysis into program adaptations.
- Solid experience in conducting needs' assessments.
- Ability to engage with international partners and donors to present programs and build relevant consortiums.





### Languages

- English (C1-C2)
- Arabic (C1-C2) is an asset

### Personal skills

- Strong communication and people management skills.
- Ability to work independently under pressure and handle numerous tasks simultaneously.
- Adaptable to changing needs and contexts.
- Results, impact and solutions orientated.
- Strong capacity building and mentoring skills.
- Ability to comfortably represent at high level forums or bi lateral meetings and events.

## Performance management

The employee will be accountable for the responsibilities and the competencies, in accordance with the GC Performance Management p. The following documents will be used for performance reviews:

- The Job Description
- The individual Work- and Professional Development Plan
- The Competency Framework

## Conflict of interest





Any candidate affiliated to, or openly supporting, one or more interest groups opposed to the Foundation's principles and values, or whose previous position could engender safety issues for co-workers at Appel de Genève / Geneva Call, will be excluded from this selection process.

## Conditions

- Position: Head of Programs
- Type of Contract: Fixed term contract (National position)
- Activity rate: 100%
- Workplace: Juba, South Sudan (extensive travel within the country up to 50% of the time)
- Preferred start date: As soon as possible

## Application

To Apply, please send your CV, Cover letter, work certificates and recommendation letters to [AMajok@genevacall.org](mailto:AMajok@genevacall.org) and copy [CWillis@genevacall.org](mailto:CWillis@genevacall.org) Ref: Head of Programs – RSS or hand delivery to recruitment department, Geneva Call South Sudan office locates at Togo 1, AFEX RiverCamp, Stadium Road, Off Cemetery Road, Juba, South Sudan no later than Sept 21th, 2022

All applications will be kept confidential. Please note that only shortlisted candidate will be contacted for further process.

