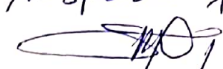




SO. 11. 3
Approved by
S/Inspector of Labour

05/01/2023

Vacancy Announcement

Position: Programme Manager
Duty Station: Juba (70%) Field visit (30%)
Supervisor: Executive Director
Position Code: ARDF-023-PM-001
Date Posted: 5th January 2023



1. Background

a) About African Relief and Development Foundation (ARDF)

ARDF is leading non-governmental National organization working in three states of South Sudan including Upper Nile, Northern Bahar El Gazal and Central Equatoria State with an aim of saving lives, improving health alleviating poverty and Suffering. ARDF has a reputable experience in Health, WASH, FSL and protection. ARDF approaches include innovation in health, research, Community engagement in the provision of primary health care services focusing on immediate lifesaving while laying the groundwork for long-term impact.

b) Job Purpose

Under the overall guidance of the Executive Director, the programme manager will directly supervise ARDF program Departments and working closely with the responsible Project leads (Project Coordinators). S/he is responsible for the implementation of all ARDF running project and also developing new projects. S/he will take a holistic view of ARDF programmes across the three states (Upper Nile, Central Equatoria and Northern Bahar el Gazal states) and provide the technical guidance to the SMT. S/he ensure project budgets are well managed and guide the project Coordinators in during project implementation. The Programme Manager will perform the following functions:

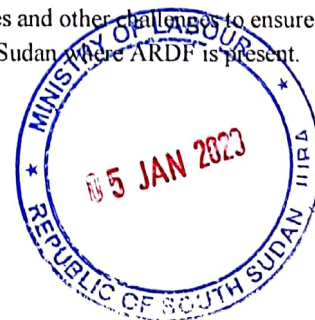
2. Duties and Responsibilities

a) Programme Management – Financial, Administrative and Human Resources:

- o Lead the project team whether staff and short-term consultants, in both substantive and operational issues ensuring optimization of human and financial resources and nurturing a culture of results with highest performance standards;
- o Undertake day-to-day management of the programme, including effective programme implementation and documents progress towards the achievement of outputs;
- o Manage the programme budget and facilitate budget approvals and revision processes as per Donor policies and procedures;
- o Ensure appropriate recording and accounting documentation as required by Donors and preparation of required financial reports. Facilitate transparent financial management of the programme that is able to stand up to regular audits and evaluation;
- o Approve requisitions, and follow up on purchase orders and payment requests in ARDF and other relevant systems, and ensure monthly delivery of programme outputs;
- o Prepare work plans, produce timely reports – financial and progress reports – as required by Donors and donor reporting systems;



- Conduct BVA meeting with program coordinators, finance manager and operation manager
 - Ensure that ARDF rules and regulations concerning finance, procurement and human resources are adhered to; and,
 - Support an environment of learning for staff within the programme.
- b) Programme Planning, Implementation, Monitoring and Evaluation:**
- Develop the necessary strategic documents concerning programme planning and implementation, such as concept notes, Technical proposals etc.;
 - Provide strategic advice, direction and direct technical input to the ARDF, Executive Director
 - Ensure programme assessments are undertaken and relevant baseline data collected so programme monitoring and evaluation can take place;
 - Oversee the establishment of the monitoring and evaluation plan of the Programme and ensure its implementation;
 - Ensure a management information system is established, which allows the efficient and effective collection, storage and analysis of data throughout the programme, including sex and age-disaggregated data where relevant;
 - Guide the development of the programme's communication strategy in close collaboration with relevant partners;
 - Ensure gender is integrated and mainstreamed throughout the programme outputs;
 - Develop Terms of Reference for programme consultants/experts hired on a short-term basis and ensure proper delivery of technical services and submission of technical and other reports;
 - Ensure the participation and involvement of relevant stakeholders in programme - implementation so that the process is inclusive, participatory and transparent;
 - Ensure proper coordination of the programme implementation among implementing partners and with government ministries and administrations;
 - Ensure sustainability of the programme intervention by promoting leadership and ownership of the programme implementation by government and through proper capacity building;
 - Ensure the timeliness and quality of the outputs as well as timely preparation of reports on achievements and challenges faced within the project;
 - Ensure delivery of resources and results according to planned targets;
 - Ensure compliance with donors' agreements;
 - Promote identification and synthesis of best practices and lessons learned for organizational sharing and learning.
- c) Advocacy, Partnerships and Resource Mobilization:**
- Establish and maintain partnerships with stakeholders (government, UN agencies, INGOs, NNGOs, CBOs and donors);
 - Support the ARDF Country Office in Juba in mobilization of resources from different partners, including the preparation of strategies, programme briefs and project documents, organization of regular donor meetings and field visits;
 - Extract lessons learned to support programme improvement and feed into ARDF projects and durable solutions policies and programming knowledge globally (Facilitation of knowledge building and knowledge sharing);
 - Provide leadership on, Health, protection, WASH, early recovery and livelihoods issues within the ARDF and ensure good relationship with key UN partners such as UNHCR, FAO, WFP, UNICEF, UNFPA, IOM, UN Women, and World Bank including International NGOs
 - Provide leadership and advocate to address policy related issues and other challenges to ensure sustainable health and livelihoods in the three states of South Sudan where ARDF is present.
 - Perform other duties as assigned by management.



d) Expected Outputs:

- Ensure All programme departments have running projects.
- Timely submission of quality progress reports to ARDF and donors according to the requirements.
- Effective partnership built with national and international counterparts for successful implementation of the programme;
- Lessons learnt, success stories and best practices on early recovery, livelihoods, Health, protection, WASH and durable solutions documented and shared to inform wider policies and programmes in South Sudan.

3. Competencies

a) Corporate Competencies:

- Demonstrate integrity by modelling the ARDF's values and ethical standards;
- Promote the vision, mission, and strategic goals of ARDF;
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treat all people fairly without favouritism.

b) Knowledge Management and Learning

- Promote knowledge management in ARDF and a learning environment in the office through leadership and personal example;
- Actively work towards continuing personal learning and development in one or more Practice Areas, act on learning plan and apply newly acquired skills.

c) Development and Operational Effectiveness

- Ability to lead strategic planning, results-based management and reporting;
- Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources;
- Solid knowledge in financial resources and human resources management, contract, asset and procurement, information and communication technology and general administration;
- Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis, reporting and cost-recovery;
- Ability to lead business processes re-engineering, implementation of new systems (business side) and affect staff behavioural/attitudinal change;
- Ability to interact across a wide spectrum of people, as well as at the meeting table within managerial and government offices.

d) Management and Leadership

- Build strong relationships with beneficiaries, focus on impact and result for the beneficiaries and respond positively to feedback;
- Consistently approach work with energy and a positive, constructive attitude;
- Demonstrate good oral and written communication skills;
- Demonstrate openness to change and ability to manage complexities;
- Lead team effectively and shows mentoring as well as conflict resolution skills;
- Demonstrate strong oral and written communication skills;
- Remain calm, in control and good humoured even under pressure;
- Communication and networking;
- Excellent oral communications skills and conflict resolution competency to manage inter-group dynamics and mediate conflicting interest of varied actors;
- Excellent writing skills, with analytical capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports.



- o Maturity and confidence in dealing with senior and high ranking members of national and international institutions, government and non-government.

4. Required Skills and Experience

a) Education:

- o Advanced University Degree (Masters) in Public Health, Rural Development, Agriculture, Business Administration, Public Administration, or related field.

b) Experience:

- o Minimum 5 years of professional working experience in Health, WASH, Protection, Food security & livelihoods.
- o Experience in conducting needs assessments and programme design;
- o Experience in results-based management, monitoring and evaluation;
- o Familiarity with the following donors; UNICEF, FAO, UNFPA, IOM, World Bank, Lever for change, SIDA, Madiro, EU, Global Children Fund, Amplified Change, UNDP rules and procedures would be an advantage;
- o Familiarity with South Sudan and in particular Upper Nile, Western Equatoria and Central Equatoria states,
- o Experience in project development and team management;

c) Language Requirements:

- o Ability to communicate effectively in English, both in written and in oral form;
- o Knowledge of Arabic is highly desirable.

5. Policies

a) **Standard of Professional Conduct:** ARDF and ARDF workers must adhere to the values and principles outline in ARDF way standards for professional conduct. These are Faithfulness, integrity, Professionalism, governance and stewardship, Empowerment and team work. In accordance to these value, ARDF operates and enforce polices on beneficiary protection from Exploitations and abuses, child safeguarding, anti-workplace harassment, and fiscal integrity.

b) **Safeguarding policy:** ARDF has a zero-tolerance policy for safeguarding violation by staff, incentive workers, visitors, suppliers/sub-contractors. Safeguarding at the ARDF is an integral to the organizational value and ethics and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuses and harassment of any person linked to the program by its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.

c) **Gender Equality:** ARDF is committed to narrowing the gender gap in leadership position. We offer benefits that an enabling environment for women to participate in our workforce including a flexible hour (when possible), Maternity leave, transportation support and gender sensitive security protocols.

a) **Equal Opportunity Employer:** ARDF is an equal opportunity employer. ARDF consider all applicants based on merit without regards to race, color, national region, religion, sexual orientation, age, Marital status, Disability or any other characteristic protected by applicable laws.

6. How to Apply

a. Application address

- o Interested candidate are requested to submit their application and updated CV not more than 4 pages, Copies of National ID and Educational certificates through Email address; hr.ardfsouthsudan@gmail.com Please the subject of your email will be: Program Manager - ARDF-023-PM-001



- For hand Delivery, submit your application to ARDF office in Juba, addressing to ARDF Human resource manager, Hai Mauna Residential Area 450 meters south west of Mauna medical complex, Juba South Sudan.

b. Eligibility;

- The position is Open to only South Sudanese with required qualifications
- Female candidate with required qualifications are highly encourage to apply.
- Ability to pay their work permit timely in case of Expert

c. Shortlisting and interview

- Due to urgency of the position, applications will be review on regular bases.
- Successful candidates will only be conducted for interviews

d. Deadline for submission

- The deadline for submission will be **25 January 2023**
- Only applications submitted before deadline will be considered for review

Disclaimer:

African Relief and Development Foundation does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.

