



South Sudan Program

## JOB ADVERTISEMENT

**Post Title: Program Manager**

**Number of Vacancies: One (1)**

**Duty Station: Juba, Central Equatoria with travel frequent (30%) to other states**

**Reports to: Deputy Country Director**



### Organizational background About BRAC South Sudan

BRAC South Sudan is legally registered as a branch of Stitching BRAC International with the government of the Republic of South Sudan. Since its inception in 2006, BRAC South Sudan has implemented various programs in education, youth empowerment, agriculture, food security and livelihoods, health, emergency response and microfinance. In 2017, BRAC South Sudan down-scaled its operations as a result of the heightened conflict that had made BRAC's programmatic operations extremely difficult. In 2019 BRAC South Sudan gradually re-opened operations in South Sudan with programmatic focus on education, health, youth empowerment, agriculture and livelihoods, water and sanitation, and climate change. Currently BRAC South Sudan is actively working in the four states of Eastern Equatoria, Central Equatoria, Western Equatoria and Northern Bahr el Ghazal with fully furnished offices at state and county structural levels.

### **About Education for Peace, Recovery and Resilience (EPRR) program**

The Education for Peace, Recovery and Resilience (EPRR) is a three-year program to expand access to learning opportunities in a safe, protective learning environment while reinforcing resilience efforts and recovery trends for youth most affected by conflict in South Sudan. EPRR is implemented in a consortium and is funded by USAID South Sudan. The program covers four objectives: to (1) increase access to equitable learning opportunities for boys and girls, (2) improve learning outcomes through enhanced literacy and numeracy instruction, (3) enhance recovery and resilience through psychosocial support and peacebuilding activities, and (4) increase the capacity of communities to support education and increase ownership to maintain education facilities. Under EPRR program, BRAC will implement non-formal education activities in Eastern Equatoria, Northern Bahr el Ghazal, Central Equatoria, and Early Childhood Development (ECD) activities in all the program areas. BRAC will reach an estimated 559 school locations for a total of 116,500 learners with a lean staff of 7 full-time staff members.

### **Job Summary**

The Program Manager (PM) will provide substantive programmatic and technical management of the EPRR program. The PM has overall responsibility for day-to-day operations of program to guarantee the achievement of the program objectives. S/he will develop/manage work plans, budgets and reports of high-quality standards whilst managing program staff and building constructive relationships with partners. The PM also manages the financials, logistics and resources as well as administrative issues associated with the program. S/he networks with relevant state-level stakeholders and represent the program as may be required.

### **Main Responsibility of the role**

#### Planning, Implementing and Monitoring

- Develop/update well-resourced work plans (annually, quarterly and monthly) with realistic targets in accordance with the program requirements.





- Manage timely execution of the program activities (work plans) to efficiently deliver the program interventions (services) to the intended beneficiaries
- Develop and manage a robust Monitoring Evaluation and Learning (MEL) plan that accurately measures/track the program progress towards intended objectives.
- Organize/conduct regular program (grant) management meetings to reflect, learn and appraise the program performance for optimum compliance with policies, quality standards and procedure of BRAC and the donor.
- Prepare high quality of program reports (annually, quarterly and monthly) which coherently present the program achievements with facts and figures.
- Document lessons learned from the program, including approaches, methodologies, tools, success and challenges for knowledge management and continuous improvement.

#### Budget, Finance and Logistics

- Develop/update program budgets (annually, quarterly and monthly) with accurate and realistic figures for all the program costs.
- Prudently manage the program financials ensuring that all expenses are consistent with the approved budgets and BRAC/Donor standards including regular budgetary monitoring and production of accurate financial reports.
- Manage all resources/assets for the program to support efficient execution of the program activities.
- Develop/update and execute procurement/logistics plans to ensure that all the program supplies, materials and services are delivered to the project sites (field/branch offices or schools) in a timely manner.

#### Staff management and safeguarding

- Conduct recruitment, orientation, performance management and disciplinary action (if needed) for all program staff under supervision.
- Promote accountability and high performance, encourages a team culture of learning, creativity and innovation.
- Ensure strict adherence to safeguarding, HR and other BRAC policies by him/herself and all program staff under supervision including undertaking relevant trainings, orientations, reviews and taking appropriate actions.
- Cultivate and promote a professional culture of teamwork among the program staff and the entire organization (BRAC South Sudan) as a whole to ensure that staff are constantly inspired, motivated and excited about their work.

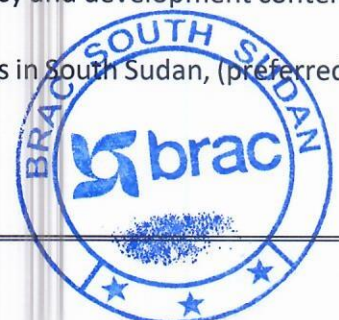
#### Networking and Coordination

- Participate in program management meetings with other consortium members to deliberate any issues based on a pre-determined agenda.
- Actively pursue strong collaboration with state government officials and other development partners in education sector or same the geographical area.
- Represent EPRR program and/or BRAC to external stakeholders as determined by the management from time to time.

### **Required Qualifications/Person Specifications (Experience, Knowledge and skills)**

#### Experience, and knowledge

- A minimum of 10 years in managing implementation of programs in emergency and development content with NGOs or UN agencies.
- At least 5 years of working experience in education sector or related programs in South Sudan, (preferred) or similar contexts in Sub-Saharan Africa.





- University Degree in development or business or education or social sciences or other related fields. Post graduate qualifications in the same field is an added advantage.
- Knowledge of and experience working on US Government, particularly USAID-funded projects required
- Proven experience in managing programs/project funded major institutional donors as well as managing grants including compliance with the donor standards is required.
- Excellent knowledge for establishing and managing of a strong monitoring, evaluation and learning systems for complex programs.
- Substantial knowledge and experience of effective financial and budgetary control and supporting projects to stay on course with implementation.
- Exceptional general management and communication skills, including ability to communicate effectively with people of varied professional and cultural backgrounds.
- Previous experience of managing and developing a sizeable multicultural team and the ability to lead, motivate and develop others to achieve high impact results.

#### **Skills and Competencies**

- Strong strategic and creative thinking.
- Demonstrated ability to take a strategic view across a large complex program.
- Excellent communication and negotiation skills
- Demonstrated skills in writing, editing and reporting
- Good knowledge of financial and administrative management
- Personal commitment, drive for results, efficiency and flexibility
- Proficiency in the use of MS Office
- Ability to mobilize and influence different audiences and communities
- Able to capacity build and develop others
- Commitment to the organizational vision, mission and values.

#### **Application Instructions:**

Interested candidates who meet the above conditions should forward their CV and covering letter indicating clearly the position you are applying for (which should include the contact details for at least two professional references from previous employers to. The Human Resource Office BRAC South Sudan Program through e-mail [jubahr-ssd@brac.net](mailto:jubahr-ssd@brac.net) or hand delivered to the BRAC **South Sudan Country Office**. Plot 15 Block L14, Atlabara, Juba. **Deadline is Wednesday December 4, 2020 by 5pm Juba Time**

**Application documents once received will not be returned to applicants.** Applicants are advised not to include any original documents in their application. BRAC South Sudan Program Office will not be held responsible for the loss of such documents. **Due to urgency of this vacancy announcement BRAC reserve the right to fill this position prior to the closing date**

BRAC International is an equal opportunity and affirmative action employer. BRAC International prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any International law.

***Open to both Internal and external Nationals***

