



# ACTION FOR CHILDREN DEVELOPMENT FOUNDATION SOUTH SUDAN

## External Job Re-Advertisement

<b>Position</b>	<b>Program Manager (1 Post)</b>
<b>Location</b>	Juba, South Sudan with frequent travel to the field
<b>Contract period</b>	1 Year with possibility of extension
<b>Reporting to</b>	Executive Director
<b>Status</b>	Relocatable
<b>Starting</b>	ASAP
<b>Organization background</b>	<p>Action for Children Development Foundation- South Sudan (ACDF-SS) is a National and Non-Profit NGO duly registered and operating in South Sudan since 2005. ACDF works with communities to provide timely, holistic, and sustainable lifesaving humanitarian and development services amongst the most vulnerable communities in South Sudan in the thematic areas of Child Rights Governance, Food Security &amp; Livelihoods, Education, Peace Building and Child Protection.</p> <p>ACDF have field offices in Rumbek, Bor and Juba Liaison Office and has its Headquarters in Wanyok Aweil East.</p>
<b>Job Summary</b>	<p>The Program Manager will be responsible for the overall management and successful implementation of the programmes <b>'Support to Child Rights Governance, Child Protection, Education, Peace building, GBV, and Food Security &amp; Livelihood in Aweil East, Bor and Rumbek in South Sudan.</b> This will include managing the entire Project's required deliverables/outcomes, ensuring both technical and financial controls are in place and compliance, Programme management requirements are met, and managing relevant government/stakeholder and donor liaison requirements.</p>

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### **RESPONSIBILITIES/DUTIES:**

- ❖ General Management and supervision of the project activities including implementation of planned activities in accordance to the ACDF-SS strategic and operational plan.
- ❖ Oversee the technical flow of the project activities and inputs in line with the methodology and with regard to the provision of technical support to all projects in ACDF-SS as well as project Staff.
- ❖ Work towards creating linkages and coordination among different activities of the project and other similar actors in the area to bring desired results and ensure sustainability.
- ❖ Strategic planning and monitoring of activities as per outlined action plan. This includes the transfer of financial information into budget formats and expenditure plans as well as the alignment of objectives with work plans and timeframes of the project cycle.
- ❖ Development and monitoring of selected strategic approaches to assure a smooth and efficient implementation of all projects in ACDF-SS.
- ❖ Takes management decision and action on analysis and evaluation findings conducted internally and externally to make necessary adjustments.



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- ❖ Assuring the smooth set up of a project relevant M & E system in close coordination with relevant Monitoring and Evaluation Team.

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- ❖ Compilation of all narrative donor reports and submitting them to the Executive Director for the final approval and submission.
- ❖ Close contact with relevant stakeholders of the all sectors (Education, Food Security, and Child Right Governance, Child protection and other operating Projects for strategic alliance and collaborations in the sectors.
- ❖ Participates in Cluster meetings, coordination meetings and other relevant meetings to represent ACDF-SS.
- ❖ Ensure that the project outcomes and outputs are timely monitored as defined in the Strategic Plan.
- ❖ Ensure that targets are tracked and reached according to project log frame
- ❖ Ensure periodic supervision and performance management of staffs
- ❖ Support with capacity development and coaching of project staff.
- ❖ Support Executive Director in making strategic decisions for the benefit of the organization.
- ❖ Ensure compliance with different donor requirements as well as ACDF-SS internal policies.
- ❖ Will be responsible for overall budget management for the different projects.
- ❖ Any other duties assigned by the line manager

### **QUALIFICATIONS AND EXPERIENCE**

- ❖ Masters' Degree or bachelor degree with experience of 5-10 years in the field of programme management with INGOs, UN agency and NNGOs.
- ❖ Strong working experience and knowledge in South Sudan context
- ❖ Strong computer skills, with all computer packages
- ❖ Ability and willingness to work under pressure as part of a professional team.
- ❖ Excellent interpersonal skills, including cultural sensitivity, assertiveness and negotiating skills.
- ❖ Excellent communication skills and ability to write professional reports
- ❖ Willingness to travel to field offices occasionally

### **How to Apply:**

The interested applicants should submit their application and updated Curriculum Vitae with Academic Credentials to: [acdfrecruitment@gmail.com](mailto:acdfrecruitment@gmail.com) or hand in Muniki west, the KCB former office four floor before 5:00 pm, 13<sup>TH</sup>-Friday - April 2020.

Only shortlisted candidates will be contacted for interviews

**ACDF-SS is an Equal Opportunities Employer**

**Qualified and interested Women candidates are strongly encouraged to apply**

NB: Due to the urgency of the position, applications will be continuously reviewed before the dateline and those who previously applied need not to reapply.



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