



AMALNA (AMSS) SOUTH SUDAN

Background

AMALNA South Sudan is a non-partisan not-for-profit national organization registered by Relief and Rehabilitation Commission (RRC) in November 2016. The main aim of the organization is to work with local communities at the grassroots level through provision of edutainment, information and communication tools that will empower and strengthen the youth, women, children and the citizenry to build a peaceful South Sudan. AMALNA is experienced in Social Behavioural Change strategy of using radio and outreach programs to bring about change.

We are there looking for a talented and well experienced Senior Program Officer to join our program team. AMALNA provides equal recruitment opportunity for both male and female.

POSITION	Senior Program Officer
DEPARTMENT	Program
ADVERT OPEN DATE	17 TH March 2020
EXPECTED START DATE	ASAP
Duration	6 Months with possibility of Extension based on funding

I. Purpose of the position

AMALNA South Sudan (AMSS) (www.amalna-ss.org) seeks to recruit a Juba-based South Sudanese **Senior Program Officer** to join its program team in Juba with periodic travel to the field. The position requires a technical candidate highly experienced in managing multiple projects, excellent in proposal writing, donor reporting, training, M&E, facilitation etc. He/she will ensure high-quality program delivery. He/she will also lead AMSS national project staff in planning new activities/project opportunities. This role is fit for hardworking, detail oriented, and highly motivated candidates with a clear interest in nation building, peacebuilding, community engagement and with experience working for both national and international organization.

Hai Tongping
Plot 181

Block 3k South 2nd Class

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Tel: +211924178748

"Inspiring Hope Through Communication for Peace in Diversity"

I. **Main Responsibilities**

- Quality assurance of projects through monitoring and follow-up on project implementation plans including media monitoring and coordination of advocacy initiatives
- Capacity building of project staff and partners on project management, reporting, community mobilization and M&E.
- Provide technical advice to Programme team in programme planning, implementation, quality assurance, programme/project budget management, partners' management and evaluations in line with organization's policies and strategic plans.
- Develop new programme concepts in coordination with Programme team to secure partnership and support from external funding partners.
- Strengthen coordination among partners, donors, authority and bridge communication gap between partners and organizational management.

II. **Main Tasks**

- Assist in development and implementation of organizational advocacy strategy.
- Directly manages at least two short projects and in charge of all donor reporting of other projects in coordination with the project managers and finance officer.
- Strengthen networking and coordination with local structures, media partners, CSOs, INGOs and relevant Government Ministries.
- Fully engage in fundraising through preparation of quality applications/proposals and reports for submission to donors.
- Monitors all projects to ensure that the projects are implemented as per donor requirements and deadlines are fully met and reporting is done on time.
- Assess and review activity budgets, partner activities proposals and provide technical advice and training on the best practices.
- Assist in risk assessment and suggestion of mitigation measures in project interventions and provide capacity building trainings for staff in community engagement and conflict sensitivity.
- Directly document best practices, results and lessons learnt from different projects and report to the management and donors.
- Conduct monitoring of projects through field visits to assess the progress of the projects and provide needed technical support and advice to project staff, partners and community mobilizers.

- Prepare periodic reporting on social media campaigns, including documentation of statistics (on viewership, "likes" in Facebook, retweets, etc.) and a qualitative analysis of both dialogues and public reactions.
- Maintain programme filing system and keep the record of the important documentation and communications in soft and hard copies.
- In close cooperation with the Project managers and Finance Officer, prepare and submit progress and financial reports according to deadlines and reporting formats provided by donors.

NON-SPECIFIC RESPONSIBILITY

Perform any other assignments reasonably associated with but not listed in this Job Description as and when assigned by the supervisor, or the Executive Director.

III. Competencies

Required qualifications and work experience

- Degree preferably in Peace studies, project management, education, social sciences or other related fields.
- Minimum 3 years' experience managing advocacy projects on peacebuilding, human rights, protection or other related projects preferably with INGOs.
- Prove of experience in developing program strategy, project proposal, project management, Monitoring and Evaluation and donor reporting is mandatory.
- Experience in managing and coordinating multiple projects with different donors is mandatory.
- Experience in training and capacity building of project staff, partners, community members is mandatory.
- Good understanding of local conflict context, cultures, vulnerable groups, and underlying socio-politico-economic situation is mandatory.
- Good understanding of media and strong linkages with local media houses.
- Experience in community mobilization, facilitation, engagement and strong linkages with local communities is mandatory.
- Knowledge and experience of advocacy campaign on social media issues and documentation of statistics on social media.
- Ability to work with minimal supervision to define priorities.
- Any other task assigned by the supervisor or management.

IV. Application Process

- Interested Candidates are requested to submit their Applications, Updated CVs and scan copy of their nationality ID electronically to: info@amalna-ss.org not later than **3rd April 2020**; or to Address: **Plot 181, Block 3K South, 2nd class**, Hai Tongping Residential Area, Juba, Republic of South Sudan.

- The position is open only to South Sudanese nationals.
- Only shortlisted candidates will be contacted and applications submitted will not be returned.

- **NOTE: WE DO ACCEPT BOTH SOFT AND HARD COPIES, HOWEVER, WE PREFER YOU SUBMIT SOFT COPIES TO THE ABOVE EMAIL ADDRESS.**

Note: A detailed job description will be provided to the selected candidate

