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APPROVED

MOL

19 FEB 2021



## CARE South Sudan

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services and improving governance.

CARE South Sudan is a sub-recipient to World Relief of the South Sudan Reconciliation, Stabilization, and Resilience Trust Fund (South Sudan RSRTF). The objective of the fund is to provide strategic financing to integrated programmes that together lessen the destructive drivers of conflict and develop more peaceful and, ultimately, self-reliant communities. The Fund will focus on supporting activities to achieve durable intra- and inter-community reconciliation and to foster stable environments in which communities can engage constructively on resilience. Through adaptive, complementary reconciliation, stabilization and resilience efforts the intent is to attain lasting change, supporting communities to realize the long-term, economic and livelihood gains of sustained peace. Through an area-based programming approach, the Fund will bring together UN agencies, NGOs and the Mission to collectively work with communities in pursuing opportunities for transformational change, to move beyond cycles of conflict and violence. The approach will reinforce sustainable and inclusive, community driven programming that builds on existing resources including lessons and reflections on local practices and capacities for peace.

<b>Position:</b>	<b>Project Manager</b> ( Reconciliation, Stabilization, and Resilience Trust Fund)
<b>Department:</b>	Program
<b>Location:</b>	Koch
<b>Reports to:</b>	Acting Area Manager

### Purpose of the job.

CARE seeks to recruit a passionate and committed Project Manager to champion this change on our behalf. The purpose of this job is to provide programmatic and operational leadership within the new Trust Fund and Reconciliation Programme team specifically. The Project Manager will be based in Koch- Unity State. S/he will have the principal responsibility for overall project management and project implementation. S/he ensures that the RSRTF project tasks are completed and that project objectives are successfully met. S/he will supervise the Project Officers and provides technical oversight during planning and implementation at field level. S/he will liaise with World Relief regarding implementation of activities and management matters relating to the agreement.

The Project Manager leads planning and implementation of projects overseeing all aspects of programming, financial, administrative, personnel management. He/she is responsible for the annual work plans preparation, identifying external technical support needs, ensuring that appropriate management practices are being used in project implementation and the Monitoring and Evaluation systems are being used to provide timely management information. Ensures that all project resources



are being used efficiently effectively and transparently towards meeting project objectives. Organizes program meetings with project staff to follow-up on project progress, recommends as required corrective measures to address gaps.

The Project Manager coordinates the successful startup and possibly eventual transition of the RSRTF projects, including completion of all activities by the donor deadline, writing and submission of the final report, asset disposal, final evaluation and audit. The Manager is responsible for optimizing sub-office operations (office, guesthouse, program support functions, basic admin/logs/security systems and procedures for the Sub-office.) and coordinate inter-project logistics & planning. The SPM is supported by a dedicated Admin and Logistics Officer and as well as CARE South Sudan's various support units (Security, HR, Admin Logistics & Procurement and Finance).

### **SPECIFIC RESPONSIBILITIES:**

#### **1. Program Management**

- Collaborate with Consortium partners to adapt CARE's GBV/ peace building methodology to the local context and develop new approaches, as necessary.
- Manage and implement all project activities start-up, implementation and close-out - to ensure efficient and effective implementation in line with CARE program quality principles and standards, donor requirements, and good practices. Ensure a high level of collaboration and coordination with project consortium members.
- Lead implementation of RSRTF activities in Koch and report progress to the Consortium Project Coordinator.

#### **2. Project Monitoring, Evaluation and Learning**

- Oversee the timely preparation of high quality donor reports, quarterly performance indicator tracking tables, baseline and final evaluation reports, as well as other reports as needed/required by the consortium lead, donors, and CARE.
- Analyse and evaluate project performance data to inform the project improvement. Proactively identify issues and concerns and use participatory processes to overcome implementation obstacles.

#### **3. Financial Management**

- Coordinate and monitor financial and material resources relevant to project needs. Through planning and oversight, ensure
- efficient use of project resources. Ensure the review and timely submission of financial reports. Provide timely budget versus
- actual analysis to ensure that budget lines are not under or over spent at any one time.

#### **4. People Management**

- Effectively manage talent and supervise Project Officers. Manage team dynamics and staff well-being. Provide coaching,
- strategically tailor individual development plans, contribute to the recruitment process of project staff, and complete
- performance management for direct reports. Identify staff capacity and technical assistance needs of CARE as well as capacity
- strengthening and required interventions to support quality project implementation. Provide needed technical assistance and training.

#### **5. Area Operations Management**

- Responsible for overseeing sub-office operations (office, guesthouse, program support functions, basic admin/logs/security



- systems and procedures for the Sub-office.) and coordinate inter-project logistics & planning. The PM is supported by a
- dedicated Admin and Logistics Officer and Finance Officer, as well as CARE South Sudan's various support units (Security, HR,
- Admin Logistics & Procurement and Finance).

#### **Qualification and Competencies:**

- Degree in Peacebuilding, Gender and Development studies, International Development, or International Relations required.
- Minimum of 2 years of relevant field-based experience in coordinating or managing light to moderately complex projects required with an international NGO
- Project management experience in peace building is highly desirable.
- Experience working in consortium.
- Experience working in South Sudan or similar context
- MEAL skills and experience preferred.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint), Web Conferencing Applications, information management systems.

#### **HOW TO APPLY**

The position will be based in Koch. This position is **ONLY** open to South Sudanese Nationals.

Opening Date **19<sup>th</sup> February 2021** and Closing date for receiving application will be **10<sup>th</sup> March 2021**.

Applications and CVs should be delivered to: [jobs.southsudan@care.org](mailto:jobs.southsudan@care.org) or Hand delivery to: **CARE Office NPA Building 3rd floor, Martyrs Street OR CARE Field Office in Koch.**

**CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.**

