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Approved by
Mol 07/4/2022



Munuki SDA
Church Compound
P.O Box 247
Juba, South Sudan

JOB ADVERTISEMENT

- Job Title:** Project Manager
- Qualifications:** Bachelor Degree in Medicine, Public health or related discipline, experience in Livelihoods, Humanitarian Response and Protection will be added advantage.
- Experience:** 3-5 years' experience in implementing and managing health, protection or livelihood projects. Previous work experience of post conflict situation, and or complex emergencies and recovery projects preferably in South Sudan. Strong project planning, implementation, financial management, organizational and communication skills and very strong report and proposal writing experience
- Job Location:** Maiwut
- Direct Supervisor:** Emergency Program Manager
- Contract Duration:** 9 Months
- Closing date:** 28th Apr 2022 at 5:00pm South Sudan time

Organization description

Introduction: The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is “**To serve humanity so all may live as God intended**”. ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan’s thematic areas are health, education, food security and livelihood and emergency response.

ADRA’s Motto: *Justice. Compassion. Love*

ADRA’s Values: *Courageous. Compassionate. Connected*

Summary of Position

The **ASSP Manager** will be responsible for the overall leadership, planning, implementation and management of the ASSP in Maiwut and Nasir counties of Upper Nile State. He/She will particularly work with One Stop Centre and provide support to the medical team in the hospital to respond to GBV issues. The Project Manager will work closely with senior management team in Juba, other Project managers



Program Manager.



Duties & Responsibilities

1. Project Management and implementation

- Develop detailed implementation plan, budget forecast and procurement plans for the project.
- Work closely with the medical team in the One Stop Centre to respond and prevent GBV cases.
- Ensure that all staff within the ASSP understand the purpose statement, slogan and values of ADRA SS.
- Coordinate, cooperate and communicate with other organizations to ensure synergy and to avoid duplication of services.
- Responsible for the management and control of project budget and expenditures and putting in place responsible accountability systems to ensure responsible and efficient spending.
- Seek opportunity that contribute to the expansion of project in Upper Nile, including assessments, drafting of concept notes and proposal developments, timely and quality reporting (Annual Work Plan, budget revisions, Performance Monitoring Plan revisions) as needed.
- Lead the planning, implementation and monitoring of ASSP activities as in the annual work plan ensuring set targets are achieved
- Ensure that the ASSP interventions are planned, implemented and monitored in a timely manner in collaboration with the MEAL team and project officers.
- To undertake any other relevant duties as may be assigned from time to time by supervisor.

2. Coordination and communication

- Coordinate and liaise with Ministry of Health at the state level, County Health Department (CHD), NGOs, private sector actors and other partners including UN agencies on the project activities.
- Organize and keep record of the coordination meetings held between ADRA and other agencies and government.
- Represent ADRA in health cluster, protection cluster GBV and Child Protection Area of Responsibilities. and other technical working groups in the Upper Nile State.

3. Human Resource management

- Management and supervision of staff on a daily basis through recruitment, evaluation and on-the-job orientation and mentoring.
- Support project staff to prepare their activity plan and provide supervision and requisite capacity development to ensure smooth implementation of projects
- Responsible for training and building the capacity of program staff in general management.
- Keep track record of staff contracts, leave plans and performance appraisal in accordance to ADRA HR policies.

4. Reporting and documentation

- Responsible for submission of weekly, monthly, quarterly and mid-year/annual progress reports in accordance with the ADRA South Sudan and ADRA Denmark reporting templates.
- In collaboration with the MEAL Officer document and collect stories of change within the project outcomes.
- Track the indicators and document the changes in the project accordingly.
- Keep all records of project activity plans, budget requests, reports and spending supporting documents.

Qualifications

Essentials:

Bachelor's Degree in Medicine or related discipline.

A Master's degree in Medicine, Public Health or related discipline, experience in Livelihoods, Humanitarian Response and Protection will be added advantage.

Desirable:

- Strong self-starter, able to take initiative and adapt to changing circumstances and priorities
- Able to work to tight deadlines under pressure
- The capacity and willingness to be extremely flexible and accommodating in difficult and sometimes insecure working circumstances.
- Experience or knowledge of working and living in tough humanitarian contexts, especially in Nasir and Maiwut counties of Upper Nile State or similar contexts.
- Experience with partnership development and working with civil society actors
- Experience working with participatory methodologies.

Instructions for applications:

All Hard copy application should be Addressed to Human Resource Department at ADRA South Sudan Head office inside Seventh Adventist Church Compound in Munuki. You may also email your application to jobs@adrasouthsudan.org . Qualified female South Sudanese nationals are highly encouraged to apply.

Note:

1. A CV of 4 pages and a one-page cover letter with Telephone contact details will be required.
2. Relevant **copies (NOT ORIGINALS)** of certificates and testimonials
3. Only Shortlisted candidates will be invited for interviews.
4. Due to the urgent need for this position to be occupied, we shall be reviewing applications coming in from time to time, and interviews will be conducted once we have received suitable candidates before the deadline of the advert.

Safeguarding: *ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.*

