

50-H-3
Approved by
MOI 01/09/22

NUNU



VACANCY NOTICE #08/26/2022/03

Jemma Nunu Kumba Foundation (JNK-F) is a charitable national NGO and non-profit organization. Established on August 6, 2022, JNK-F works with humanitarian and development partners in South Sudan to advocate for the rights of girls, women, and youth, improve their living standards and strengthen their capacities for effective engagement in leadership and development. JNK-F is currently looking for a highly motivated and committed South Sudanese candidate to fill the position of **Program Manager**.

Position opening Date: September 1, 2022
Closing Date: September 20, 2022
Starting Date: ASAP
Duty Station: Juba

Roles and Responsibilities

Reporting to the Executive Director, the Program Manager will manage a series of grants coordinating all project activities, project expenditures and operations support within South Sudan. The Program Manager will have overall responsibility for preparing narrative reports on a regular basis for donors, will oversee the preparation and approval of annual activity-based project budgets as well as monthly and quarterly financial reports, and will have the following roles and responsibilities:

- Provide support and backstopping for assigned programs, ensuring all program objectives and goals are met in compliance with JNK-F and donor regulations.
- Track project deliverables and financial targets.
- Monitor project performance and prepare program budgets.
- Prepare, review and/or edit project progress reports (monthly, quarterly, annual, etc.) to ensure quality, and work with the executive director and supervisor, and field team to revise target goals if necessary. Appraise supervisor/management of any critical issues as they arise.
- Frequent travel to the field to monitor program implementation and provide technical assistance.
- Represent JNK-F at meetings, conferences, and workshops, as needed.



- Provide updates, reports, and critical analysis of field reports to the executive director, and the program team, as appropriate.
- Analyze project expenditures against budget, and coordinate with relevant department/staff on invoicing of clients.
- Prepare and analyze work plans against project deliverables.
- Manage the overall project budget, including regular monitoring of expenditure against budget, in accordance with JNK-F financial procedures and guidelines and funding policies and regulations.
- Participate in, coordinate and/or lead program development and proposal preparation efforts, as needed.
- Conduct any other duty as may be assigned by the supervisor.

Education

- Completion of secondary education required.
- Bachelor's degree or Master's degree in Business administration, development studies or social science discipline is an asset.

Skills and Experience

- 3 to 4 years of management experience in program management
- Knowledge and experience in program cycle management, including program planning, implementation, monitoring, and evaluation
- Experience working with international organizations or donor organizations in programming is an added asset.
- Skills in budget management and donor reporting/accountability/compliance
- Excellent written and verbal communication in English

This position is open to South Sudanese nationals only.

- **How to apply:** Interested applicants should submit a CV with 3 references (please indicate the telephone contacts and email addresses of the referees) and a copy of your academic and training certificate and hand deliver it to our head office at UAP Equatoria Tower Building, 10th floor or email your documents to: jknleadershipfoundation@gmail.com
- **Note:** Only shortlisted candidates will be contacted for interview. Female candidates are highly encouraged to apply.

