

ADVERTISEMENT VACANCY ANNOUNCEMENT



50-H33
Approved by Senior Inspector,
MOL/RO/NT
06/04/23

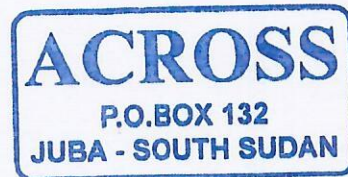


Position Title:	Head of Programmes
Location:	Juba Head Office
Department:	Programmes
Supervisor:	Executive Director
Working Schedule:	According to ACROSS Schedule
Starting Date for Submission:	Thursday 6th April 2023
Deadline Date for Submission:	Friday 28th April 2023 (Before 4:30pm (CAT))

INTRODUCTION:

ACROSS is an inter-denominational Christian organization founded in 1972 by Four Mission Societies: Africa Inland Mission (AIM), Sudan United Mission (SUM), Sudan Interior Mission (SIM), and Mission Aviation Fellowship (MAF) with well-established presence in many parts of the country and in other East African countries (Kenya & Uganda). Its long-standing presence, credibility, relationships, and committed staff are some of its most valuable assets. ACROSS focuses on the holistic, Christ-centred transformation of South Sudan and beyond through provision of humanitarian assistance (including emergency/relief, rehabilitation and development work) to local communities, internally displaced persons, refugees and other vulnerable communities to enable them to realize their purpose and value as human beings.

ACROSS in South Sudan is looking for a Qualified, Highly Experienced, Competent and Spiritually grounded individual for the position of Head of Programmes.



1. POSITION DESCRIPTION, OBJECTIVES AND RESPONSIBILITIES:

DESCRIPTION:

The Head of Programmes is Senior Level Management position, and the selected candidate will become a member of the ACROSS Leadership Team (ALT). The position holder will oversee the coordination and administration of all aspects of programmes and programming including planning, organizing, staffing, leading, and controlling programme activities.

OBJECTIVES/PURPOSE OF POSITION:

- To create and supervise programs.
- Plan and launch fundraising events to support programs.
- Devise budgets and ensure the budget is adhered to throughout fiscal year.
- To ensure easy Management of large donations and disburse money appropriately.
- Coordinate all activities of program and Write grant proposals for research money.
- To assist in the recruitment of programme staff and train them.
- To effectively monitor results of the program and plan adjustments.
- To ensure compliance with all government relations.

2. RESPONSIBILITIES

RESPONSIBLE TO: Executive Director

STAFF RESPONSIBILITIES: Programme Coordinators/Managers

JOB FUNCTIONS:

Primary Duties and Responsibilities:

The Head of programmes performs a wide range of duties inter alia the following:

- (i) ***Plan the programmes.***
 - Plan the delivery of the overall program and its activities in accordance with the mission and the goals of the organization.
 - Develop new initiatives to support the strategic direction of the organization.



- Develop and implement long-term goals and objectives to achieve the successful outcome of the program.
- Develop an annual budget and operating plan to support the program.
- Develop a program evaluation framework to assess the strengths of the program and to identify areas for improvement.
- Develop funding proposals for programmes to ensure the continuous delivery of services and fulfilment of ACROSS Vision and Mission.

(ii) Organize the programmes.

- Ensure that program activities operate within the policies and procedures of the organization.
- Ensure that program activities comply with all relevant legislation and professional standards.
- Develop forms and records to document program activities.
- Oversee the collection and maintenance of records on the clients of the program for statistical purposes according to the confidentiality/privacy policy of the organization.

(iii) Staff the programmes.

- In consultation with the Executive Director, recruit, interview and select well-qualified program staff.
- Implement the human resources policies, procedures and practices of the organization.
- Ensure that personnel files for the program are properly maintained and kept confidential.
- Establish and implement a performance management process for all program staff.
- Engage volunteers for appropriate program activities using established volunteer management practices.

(iv) Lead the programmes.

- Ensure all staff members receive orientation and appropriate training in accordance with organizational standards.
- Supervise program staff by providing direction, input and feedback.
- Communicate with clients and other stakeholders to gain community support for the program and to solicit input to improve the program.
- Liaise with other managers to ensure the effective and efficient program delivery.
- Coordinate the delivery of services among different program activities to increase effectiveness and efficiency.

(v) Control the programmes.

- Write timely reports on the program for management and for funders.
- Communicate with funders as outlined in funding agreements.
- Ensure that the program operate within the approved budget.
- Monitor and approve all budgeted program expenditures.



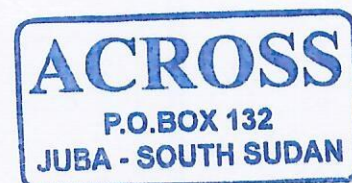
- Monitor cash flow projections and report actual cash flow and variance to the Executive Director on a regular basis (monthly/bimonthly).
 - Manage all project funds according to established accounting policies and procedures.
 - Ensure that all financial records for the program are up to date.
 - Ensure financial reports and supporting documentation for funders are prepared as outlined in funding agreements.
 - Provide required information to have invoices generated and submitted to funders according to the established timelines.
 - Identify and evaluate the risks associated with program activities and take appropriate action to control the risks.
 - Monitor the program activities on a regular basis and conduct an annual evaluation according to the program evaluation framework.
 - Report evaluation findings to the Executive Director and recommend changes to enhance the program, as appropriate.
 - Visit all ACROSS locations regularly throughout the year for the purpose of gathering information to write programme reports.
 - Build the capacity of ACROSS programme staff (project officers and managers) to initiate, plan/design, implement and manage, evaluate and close their projects (including M&E and reporting).
 - Be a team player; support ACROSS programmes, locations and staff in pursuit of ACROSS' vision.
 - Contribute and help to develop ACROSS strategy by providing useful feedback and making constructive suggestions to the Executive Director.
 - Member of the ACROSS Leadership Team (ALT).
 - Present and keep the Board updated through the ED on all programmes.
- (vi) Spiritual Leadership.**
- a) To contribute to the spiritual mission of ACROSS by participating in daily morning devotions and staff retreats.
 - b) Lead and participate in spiritual sessions of worship, prayer, teaching and reflection and be committed to the ethos' of ACROSS', Core Values and Statement of faith.
 - c) Responsible for maintaining your own spiritual development.
 - d) To be committed to actively working and living in accordance with ACROSS s' Christian beliefs.
 - e) Ensure integrity, accountability and transparency in all programmes' activities and among staff.

RELATIONSHIPS:

(i) Within ACROSS:

Maintain a cordial relationship with all staff as guided by the established lines of communication.

(ii) Outside Across:



Build positive working relationships with Local Churches, government, local communities, UN, NGOs, at the project level in support of an effective and efficient programmatic function.

(iii) With beneficiaries:

Ability to maintain strong relationship with both the donors and beneficiaries.

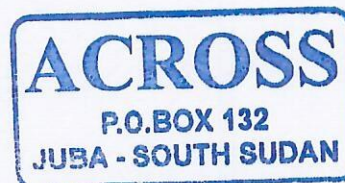
3. PERSONAL SPECIFICATION

QUALIFICATIONS & EXPERIENCE REQUIRED:

- ◆ University master's degree from a recognized institution in related subject areas such as social sciences, Management, natural sciences, or humanities.

PERSONAL SKILLS/ATTRIBUTES REQUIRED:

- ◆ Good knowledge of project management principles
- ◆ Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- ◆ Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- ◆ Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- ◆ Systems Evaluation - Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- ◆ A committed Christian of good character and values.
- ◆ Practical understanding of project cycle management.
- ◆ Good analytical and problem-solving skills.
- ◆ Excellent interpersonal, communication and negotiation skills.
- ◆ Ability to tolerate and accommodate people with diverse backgrounds at workplace.
- ◆ Meticulous, with good attention to detail.
- ◆ Good planning, analytical and organizational skills
- ◆ Confident making important decisions.
- ◆ Ability to cope with the pressure of demanding targets and tight deadlines.
- ◆ Tact and diplomacy.
- ◆ High level of integrity.



LANGUAGE REQUIREMENTS:

English

(Knowledge of Juba Arabic an added advantage).

4. TERMS AND CONDITIONS

SALARY GRADE: Grade D (Deputy Director Level)

HOURS OF WORK: Monday - Friday working days (Field cycle and Flexibility required for weekends)

NATURE OF CONTRACT: Fixed Term - 1 Year (Renewable depending on funding and performance).

This is a senior position. If you believe you meet the above minimum requirements, please send us soft or hard copies of your Updated Curriculum Vitae (CV), Nationality Certificate, Cover Letter and a written Christian Testimony by email to recruitment@across-ssd.org.

1. Applications without Personal written Christian Testimony (Not letter from the church) will not be considered. A Christian Testimony is about (Life before knowing Christ, How you came to know Christ (be specific), Life after you received Christ (changes He has made - what He has done for you).
2. Only shortlisted candidates will be contacted.
3. Applications once received are NOT Returnable.
4. Attached copies of your Certificates (Application letter, updated CV & only copies of relevant academic documents in one document file).

HR Department
ACROSS

