



watering the seeds of change



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**ADVERTISEMENT: PROGRAM MANAGER JUBA, SOUTH SUDAN  
OPEN TO SOUTH SUDANESE NATIONALS ONLY**

**Employer:** Water for South Sudan Foundation  
(WFSSF)  
**Department:** Program Manager  
**Reporting to:** Country Director  
**Opening Date:** 01.08.2023  
**Base Location:** Juba, South Sudan with frequent travel to field

Water for South Sudan Foundation (WFSSF) is a nonprofit Organization Registered with RRC in South Sudan under NGOs, the head office is in USA, and an Operations Center in Wau WBG.

Water for South Sudan Foundation does the following: Drilling water wells, Rehabilitation, Sanitation, Hygiene Education, Construction of water yards in three Regions of South Sudan. Water for South Sudan is seeking a liaison individual to help Coordinate Operations and manage the Organization's relationships in Juba. This position is open only to South Sudan national.

**Purpose:** To provide a presence and support WFSSF in Juba, handling Program primarily including UN agencies, Customs and Government relations, grant writing, collaboration Opportunities, NGO and WASH-related meetings and provide leadership to staff in Juba as well as in Wau.

**Working hours:** This position is full time, with maximum of 40 hours a week or weekend.

**AREAS OF RESPONSIBILITY**

**1. Coordination of the program /Leadership**

- Program Manager commits to learning more about WFSSF, our work, and the WASH sector, and communicates to Country Director to determine areas to study.
- Communicate frequently with Country Director and (any other team member)
- Coordinate with local authorities to obtain all licenses needed for WFSSF Operation.
- Coordinate with other stakeholders on the ground for smooth, efficient and effective implementation of the activities
- Keep close coordination with contractors through regular meetings
- Attend cluster and other relevant coordination meetings.
- Attend National Directors meeting on behalf of Country Director.

**2. Projects**

- Guarantee community involvement at all phases of the project (identification, design, implementation, and monitoring) to ensure the development of community ownership for the projects
- Get initial approval for all plans from Country Director and final approval from Upper management before commencement of project implementation
- Prior to commencement of project implementation, complete standard Memorandum of Understanding (MoU) with community representatives and local authorities for each community identified for project activities. Ensure that all elements of MoU are adhered to and report any problems relating to the MOU to WFSSF management

- In the exceptional case of highly technical projects, organize a competitive bidding process to select the most qualified and cost-effective contractor as well as manage the contract certifying the quality of the work performed
- Supervise the procurement of any materials needed through a competitive and transparent bidding process following WFSSF policies designed for this purpose and together with the logistic officer and warehouse officer to ensure that they are safely stored until they are used
- Conduct regular monitoring of ongoing project activities to ensure that all activities are being executed as per design, specifications and work schedule
- Extend all possible technical support to other team members and contractors when and where required
- Develop relevant communication tools to keep team members, partners and donors regularly informed of progress of activities.
- Represent the organization in meetings, giving talks and presentations when requested by the Country Director.
- Plan and conduct annual needs assessments for each project site, according to WFSSF standards and guidelines.
- In consultation with the Country Director and in collaboration with the Projects officers set methodologies, timetables and resources for project evaluations.
- Produce project proposals and reports according to WFSSF standards and donor-related requirements (funding proposal / reports) in collaboration with the Country Director.
- Frequently travel to the field, to train and update Project Directors and other key field staff (i.e., coordinators) in project management, compliance, monitoring and evaluation according to WFSSF standards and guidelines as well as suggesting improvements of planning, programming implementation and current processes.

### **3. Financial management and Administration**

- Research funding opportunities for WFSSF, including registration portals
- Regularly monitor project income and expenditure in conjunction with the Country Finance Officer.
- Assist the Country Director in ensuring that projects have enough funding for their implementation.
- Submit, in conjunction with the Country Finance Officer, the annual budget for the projects to the Country Director for approval.
- Provide guidance on financial records
- Handle Administrative matters of Juba office
- Ensure compliance with budget line as stipulated in annual budget
- Ensure compliance with tax exempt and customs, legal and regulatory documents, including certificates and licenses
- Overseeing program Staffs both in Juba and Wau in collaboration with WASH manager

### **4. External Relations with Donors/customs and Partnerships**

- Manage relationships between WFSSF and relevant government institutions
- Travel regionally and internationally to participate in grant collaboration opportunities with other partners/donors
- Develop and maintain good relationships and lines of communication with relevant local authorities and communities prior to intervention
- Build strong rapport with the major partners/donors as well as with government counterparts (i.e., line, Ministries).

### **5. Security?**

Acts as security focal point for the organization in juba and report to CD

Selection criteria

**Qualifications:** Bachelor's degree in Water engineering, Public Health, environmental studies and other related courses with 8-10 years' experience in humanitarian/ NGO work, or equivalent experience. Must have proven communications experience and interpersonal skills, must be self-starter, and have demonstrated ability to solve problems. He/S must have demonstrated leadership and organizational skills and ability to manage and prioritize multiple tasks. Must be fluent in English and local languages.

### How to Apply

Interested applicants are requested to send updated CV and a cover letter explaining your motivation and interest in the position, academic credentials and national ID to

[apadic.bol@waterforsouthsudan.org](mailto:apadic.bol@waterforsouthsudan.org), [joseph.longar@waterforsouthsudan.org](mailto:joseph.longar@waterforsouthsudan.org) and CC:

[ajang.agok@waterforsouthsudan.org](mailto:ajang.agok@waterforsouthsudan.org), or hand delivery to Water for South Sudan Head Office in Eastern Bank-Wau and/or WFSSF Coordination Office in Juba located in South Sudan Council Of Churches-Ministry Road and reference "**Program Manager**" in the subject line of the email.

**Closing date: Monday 14 August ,2023 at 5: 00PM. For direction please call WFSSF on this Number: 0925875000. Application received after this will not be considered. Note, this is a national position and ONLY South Sudanese national qualified women are highly encouraged to apply. Please note that only shortlisted candidates will be contacted and qualified female are highly encouraged to apply.**

WFSSF is an equal opportunity employer.

