

Vacancy Announcement

Organization	Africa Development Aid (ADA)
Position/title	Child Protection Programme Manager, based in Juba with frequent field travel
Reporting to	Reports to the Head of Programmes
Duty station	Juba, the capital of South Sudan with 30% of labour effort in the Field
Collaboration	HR & Administration Manager; Finance; Sector Program Managers
Duration	Six (6) Months with possibility for extension depending on funding and performance
Number of vacancies	01 (one)
Date of the advert	Tuesday, 24 th May 2022
Starting date	Applications will be reviewed on a rolling basis.

I.O. Organizational Context:

Established in 2012, Africa Development Aid (ADA) is an expanding and vibrant South Sudanese Humanitarian and Development National NGO operating in Upper Nile, Jonglei, Unity, Eastern and Central Equatoria States. At ADA, we work with vulnerable communities to realize their full potentials and build resilience to create environments in which local populations can thrive. We work to prevent and overcome situations that adversely affect community well-being by reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy. Our belief is that economic, social and environmental security is the bedrock of a healthy community; therefore, driving the nature and intent of our programming.

For the past 8 years ADA has strengthened rural livelihoods through Food Security & Livelihoods, environmental awareness training, S/NFIs and WASH, Peace building, access to justice for women and human rights, child protection and Education. ADA has had enormous humanitarian projects in pursuit of a peaceful, self-reliant, and improved future. Our past and current donor portfolio includes the IDI, CARITAS Germany, ZOA, SSHF, CAFOD, Christian Aid, Tearfund, and EU among other strategic and potential partners. ADA is a vibrant and dynamic humanitarian & Development national non-governmental organization experiencing steady growth and building experience in working with communities in the most remote areas across the country. ADA offers sound employment conditions with opportunities for personal growth and career development.

Motivated by the Motto: **“Secure Healthy People in Safe Environment”** Africa Development Aid is committed to promoting community awareness on water borne diseases particularly during this flood disaster era and beyond. In addition, ADA is committed to promoting sustainable economic and social development by working with local communities through relief and development activities. ADA aims to help the needy regardless of their race, political affiliation, creed or gender. In this regard, Africa Development Aid, South Sudan programme is looking for a motivated, experienced and talented candidate, who is South Sudanese to fill the position of **“Child Protection Programme Manager”** who by the virtue of this assignment shall among other leads the Child Protection department, design and develop project proposal, review and write donor report and partake in the effort of fundraising. The CP Programme Manager, will support programmes in areas as prescribed above in addition to building relationships with donors/partners and government agencies particularly the line ministries at national & State, as well as forging a strong relations and cooperation with both national and state clusters. You will be in charge to attend meeting and other fora to ensure ADA's activities in the State are done in accordance with the approved laws and humanitarian principles. The incumbent shall not comment nor take side on any political matter wherever she/he may be.



1.2. Summary of Job description: Under the guidance of the Child Protection Officer, the incumbent will be responsible for entering data in the CPIMS and support of child protection project. The Data Entry Clerk will provide timely reports of caseloads and cases in need of tracing; follow up and closure. The incumbent shall have the ability to handle coordination of Child Protection National Co-lead for CPSC, a position ADA has been holding since 2020.

The objective of this position is; To create and enhance ADA's relationships with UN/INGOs agencies as priority by engaging cluster's leads through demonstration of professional and technical competence as well as working hand in hand with other international Non-Governmental Organizations, NNGOs as well as government institutions.

2.0. The general duties of the employee will be as follows;

- To abide by all grant regulations imposed on ADA, if applicable to an assigned project, and agreement bound by ADA's policies and procedures.
- To abide by all the regulations stipulated in the HR Policies.
- To carry out all the duties under your responsibilities.
- To accurately complete and submit a timesheet verification of all pay period worked.
- To carry out other duties and responsibilities assigned by employee's direct supervisor.
- To maintain confidentiality on matters or information pertaining to ADA that should not be disseminated within or without.

2.1. Specific job responsibilities

- Enter accurately and in a timely manner ADA and interagency child protection standard data
- Maintain all manual forms filled in by the case workers (registration, tracing, verification, reunification, follow ups, transfer forms, etc.)
- Develop an appropriate filing system of open and closed cases.
- Assist in monitoring all tracing information and give appropriate feedback to the supervisor and the case workers. Request for additional information from the case workers when necessary and work with the field staff to ensure efficient data capture protocols.
- Monitor and evaluate the progress of the work with the CP officer and case workers on necessary follow-ups.
- Receive and verify monthly report from project site.
- Prepare and update monthly statistics on identification, tracing, follow-up, reunification, according to program needs and send to line manager for compilation.
- Responsible for the periodical internet synchronization with the Juba main office whilst ensuring strict confidentiality of the information on the children.
- Assist line manager in supporting the technical implementation of plans to facilitate family tracing, reunification e.t.c and communicate with other tracing agents when necessary.

3.0. Key Qualifications and Competencies:

- Minimum university degree from a recognized university in Law, Social Work, Sociology, Psychology, International Relations, Development Studies or other field related to Management of a humanitarian response hub/deep field office
- MA or LLM supported by proven track record of protection experience not less than 3 years in practice in the field of Child Protection and general protection.
- A minimum of (05) years progressive work experience in Child Protection programming in emergency humanitarian context



- Ability to develop a compelling project proposal
- Fluency in English, both written and spoken with considerably oral knowledge of Arabic language
- Knowledge of South Sudan Humanitarian Fund Cluster's procedures and reporting;
- Refined training and facilitation skills, especially in cross-cultural environments;
- Proven abilities in managing successful community-based projects;
- General understanding of project management and monitoring techniques;
- Proven analytical, problem-solving skills and comfortable working under minimal supervision;
- Energetic and motivated skills in community mobilization, training, and team-building;
- Highly organized, efficient, and able to meet key deadlines;
- Highly developed inter-personal skills/inter-cultural sensitivity;
- Proficient in typing, MS-Word, Microsoft Excel, Power Point Presentation and email/internet programs; and
- Must have excellent oral and written communication skills.

4.0. Desirable

- Experience in humanitarian programmes particularly project proposal writing and implementation oversight
- Strong believer in Christian values
- Knowledge of Humanitarian Accountability Principles
- Experience of working in humanitarian responses with EU or with EU funded project, USAID, INGOs/NNGOs or Government agencies in the same capacity.
- Be conversant with South Sudan humanitarian clusters' procedures
- Willing to travel and work in remote field locations where project activities are being implemented
- Knowledge of local language is an added advantage
- Have strong sense of accountability to both beneficiaries and the donors
- Must have a good working skills of the basic computer packages (Microsoft words, Excel and PowerPoint)
- Strong communication skills at a level appropriate for high level external representation and ability to tailor communications to different audiences
- Be willing to work in a team environment, travel and stay overnight at project site

5.0. Attitudes

- Proactive and takes initiative.
- Flexibility
- Reporting experience, problem solving and diplomatic skills
- Respect when dealing with others.
- Identify him/herself with the mission, vision and values of ADA
- Multi-tasking

6.0. This is a challenging opportunity for a dedicated and highly motivated professional. Please submit your application to **HR & Admin Department** or send through hr.adadevelopment@gmail.com or bring hardcopies of your updated CV with valid contacts of three referees, letter of application and academic credentials in sealed envelope to ADA Office in Thongpiny, Theo Road, opp. Medair Country Office.

ADA is an equal opportunity employer. However, this position is only for South Sudanese nationals

Deadline for this advert is Thursday the 16th June 2022 by 4:30PM

Female candidates are strongly encouraged to apply!