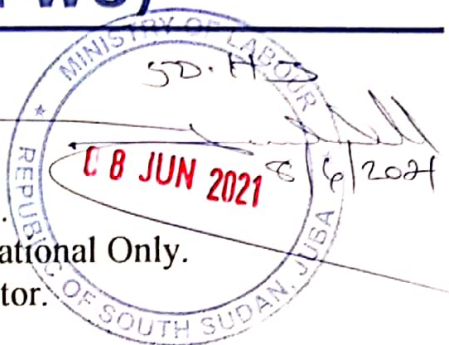




National Empowerment of Positive Women United (NEPWU)

Job Title:	Project Manager
Country program:	South Sudan
Location of the Position :	Juba, South Sudan.
Position Opened for :	South Sudanese National Only.
Report to:	Program Coordinator.
Desired Start Date	ASAP
Advertised date	8/6/2021
Closing date for Application:	25/6/2021
Contract type:	Full-time, for 12 months (one year)



NEPWU Head Office in SSAC Compound, Juba, located in Jebel Kujur Yei Road.

BACKGROUND

National Empowerment of Positive Women United (NEPWU) is a National Non-Governmental Organization of women and girls living with and affected by HIV in South Sudan. NEPWU was established in 2013 with support from SSAC, UNAIDS and UN Women. This was in accordance with the decision by the UNAIDS as articulated by its Global Plan (2011), to put women living with HIV at the Centre of the HIV response so as to stop new HIV infections among children and to keep their mothers alive. NEPWU with support from USAID is seeking for a qualified dynamic, self-motivated, and service-oriented professional for the position **Project Manager** to lead the project of community led monitoring (CLM) South Sudan who will undertake the following duties; -

The project manager is responsible to provide accurate and timely donors reports, planning, executing, and evaluating projects according to predetermine timelines and budgets. Building and managing project teams, and ensuring quality control throughout project life cycles are central to this position.

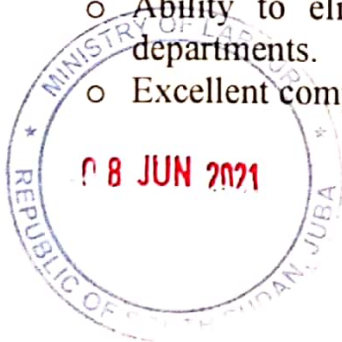
❖ Duties & Responsibilities

- Manages project development from initiation to closure.
- Be accountable for project results along with project sponsor.
- Works with project donor and stakeholders to complete project charter outlining scope, goals, deliverables, required resources, budget, and timing.
- Completes work breakdown structure to estimate effort required for each task.



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- Provides a project schedule to identify when each task will be performed.
 - Clearly communicates expectations to team members and stakeholders.
 - Acts as a mediator between stakeholders and team members.
 - Resolves any issues and solves problems throughout project life cycle.
 - Effectively manages project scope by ensuring any changes to scope are documented and approved with project change request forms.
 - Determines if external consultants or contractors will be required to complete project plan. If required, recruits and manages appropriate staffing resources.
- ❖ Tracks and reports on project milestones and provides status reports to donor on timely bases as per the donor's requirements.
- Leads, coaches, and motivates project team members on a proactive basis.
 - Determines how results will be measured and completes a post-project evaluation to determine how well results were achieved.
 - Develops tools and best practices for project management and execution.
 - Safely crashes unsuccessful or re-prioritized project activities.
 - Ensures all project documents are safely archived following project completion.
- ❖ Job Requirements /educational background.
- University degree or Masters in Public health, Social Sciences or a related field.
 - 5 years' work experience in project and/or marketing management
 - PMI Certification is a major asset
 - Familiarity with project management tools and/or Statistical software packages
 - Demonstrated leadership managing people.
 - Experience working in a team-oriented, collaborative environment
 - Strategic, operational, and technical & management skills.
 - Rapidly adapt and respond to changes in environment and priorities
 - Excellent communication, leadership, problem solving, and analytical skills
 - Ability to elicit cooperation from senior management and other departments.
 - Excellent computer knowledge (Microsoft, word excel, power point)



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(NEPWU is an equal opportunity employer. Female candidates are highly encouraged to apply)

How to Apply:

Application letter, CV and photocopies of academic documents should be either hand-delivered or sent through email, and addressed to:

NEPWU Head Office in SSAC Compound, Juba, located in Jebel Kujur Yei Road

Email: hr.nepwu@gmail.com & wani.nepwu@gmail.com

Deadline: 25 June 2021.



[Signature] 8/6/21