



Job description
Protection Project Manager

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| Job Title: Protection Project Manager | Location: Upper Nile: Ulang,Nasir,Maiwuit Pagak |
| Department: Programs | Project Sector: Emergency |
| Supervisor: Emergency Program Manager | |
| Other relations: Protection Field Coordinator, Education managers, Logistics Assistant, Accountant/Cashier, MEAL Manager and PD | |
| Staff managed: Protection Field Coordinator and all protection staff | |
| Date Posted : 23/07/2021 | |
| Deadline: 06/08/2021 | |
| <p>Main purpose of job: Protection Manager is responsible for ensuring smooth implementation of the emergency Protection response in Upper Nile in South Sudan. The position reports to the Emergency Program Manager for technical support. He/she will be responsible for the overall management of the protection project ensuring the objectives of the project are met and reports are submitted in a timely manner according to the donor regulations.</p> | |
| <p>Main duties</p> <p>Program Management</p> <ul style="list-style-type: none"> • Develop assessments tools in coordination with sector and orient the project staff on the tools and take compile and /or review the assessment reports to determine the needs of beneficiaries in the target areas. • Oversee the implementation of the protection emergency project in Upper Nile to ensure the project is implemented according to schedule and budgets, international standards, and that protection project objectives are met • Work closely with other ADRA sectors present in the same locations and integrate program components to the extent possible • Participate in the development of proposals, budgets and concept notes in coordination with the Business Development Officer and Emergency program Manager, and finance Department • Monitor the purchase and use of materials, equipment and supplies in collaboration with the Area Coordinator, Protection Field Coordinator and protection program staff • Lead in targeting beneficiaries and developing database and request for NFIs from the donor according to the log frame and ensure distributions are conducted following the internal and donor standards and guidelines • Monitor and evaluate appropriate implementation of projects against project objectives, sector strategy and donor regulation • Ensure the project staff are aware of ADRA Mission, Motto and values and adhere to them and all relevant policies while implementing the project activities • Document and share lessons learnt, Human interest stories and innovations to inform and improve the project • Disseminate ADRA complaint mechanism, keep track of the complaints from beneficiaries and offer feedback accordingly • Compile the 5Ws and submit on timely manner as per the donor and cluster regulations • Any other duties as assigned by the supervisor to enable and develop ADRA projects <p>Staff Management</p> | |

- Fill the employ request form and liaise with the Operations department to recruit project staff
- Maintain updated job descriptions, conduct interviews, orient new staff to the ADRA and the Protection project
- Supervise protection staff directly, providing ongoing leadership to the project team and overseeing implementation and coordination of activity plans to ensure targets are met
- Provide ongoing supervision, leadership, training and technical support and guidance to Protection staff and ensure all Protection staff adhere to best-practice principles in all aspects of project implementation
- Overall responsibility for protection team's timesheets, work plans, vacation schedules, and staff training/development activities
- Ensure Performance Management System documentation for all staff is in place and followed up regularly
- Build staff capacity in work plan development and reporting to ensure accurate monitoring and documentation of activities.
- Recommend and implement a capacity building/development plan for project staff based on documented capacity needs assessments exercise.
- Ensure Protection staff understands and follows ADRA and donor Policies and Procedures.
- Ensure staff understand the budget and donor regulations in managing the project budget lines

Grants Management and Reporting

- Manage and oversee all the protection grants; develop and maintain workplans, spending and procurement plans and related systems for all projects to ensure that project deadlines are met and targets achieved;
- Ensure project funds are utilised for the intended use while reporting any misappropriation to promote zero tolerance of fraud in respect to CHS
- Prepare internal and external reports within agreed deadlines using ADRA and donor formats, as required.
- Ensure appropriate and timely spending of budgets to achieve project goals, finance reporting contributions, use and distribution of supplies and resources
- Ensure regular weekly cash count and Timely cash request to replenish cash on quarterly basis
- Ensure the 5Ws are filled timely on monthly basis as required by the donor

Representation & Coordination

- Develop and maintain effective working relationships with all stakeholders - including community leaders, NGOs, UN agencies, community-based organisations and other ADRA sectors to enhance cooperation and coordination
- Ensure that information from coordination meetings is shared internally and with other sectors, as appropriate
- Attend the protection coordination meetings and cluster lead meetings (protection, NFI) and/or represent ADRA in other relevant forums

Professional Standards

ADRA workers must adhere to the values and principles of the organisation enshrined in the HR manual and other relevant manuals to realise the purpose statement, motto and values while upholding Professional Conduct. In accordance with these values and purpose statement, ADRA operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding and Anti-fraud

REQUIREMENTS

- Master's degree in international law, human rights law, international relations, social sciences, or other related field;
- At least 3 years professional technical experience, including 2 years implementing protection programs in emergency and conflict contexts;
- Demonstrated experience in capacity building, project design and budget management
- Strong understanding of protection principles and likely protection concerns arising in the South Sudan context as well as conflict sensitivity



- Experience in working with and coordinating with the UN, donors, INGOs and other stakeholders
 - Strong interpersonal, intercultural and communication skills
 - Excellent analytical and written skills, and good computer skills
 - Fluency in English
 - Additional qualities: ability to multi-task, ability to handle pressure well, ability to improvise, flexibility, adaptability to transitions
- ADRA SS has Zero tolerance on the sexual protection and exploitation of beneficiaries and any violation lead to termination of the staff*

How to apply:

Kindly send us your cover letter and an updated CV (no longer than four pages) in English. Take note that only shortlisted candidates will be contacted. Send your applications to jobs@adrasouthsudan.org by 06th Aug, 2021.

Hard copies applications and copies of certificates can be submitted to ADRA office at SDA Church Compound Munuki. Not later than 06th Aug, 2021

