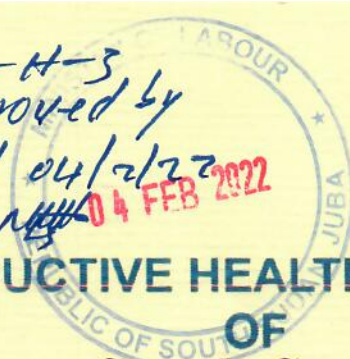




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Approved by
mol 04/2/22
04 FEB 2022



REPRODUCTIVE HEALTH ASSOCIATION OF South Sudan

VACANCY ANNOUNCEMENT

Job Title:	National Programme Manager, Reproductive Health Association of South Sudan (RHASS)
Duty Station:	Juba, South Sudan, with at least 25% travel time to field locations
Reports to:	RHASS National Executive Committee/ Board
Responsible for:	Project Manager W2A, Finance Manager W2A, Finance Officer, Procurement & Logistics Officer and Human Resource Officer
Posting Date:	4-Feb-2022
Closing Date:	23-Feb-2022

OVERVIEW

Reproductive Health Association of South Sudan-(RHASS) is a not-for-profit organization registered under the laws of South Sudan in 2011 to provide high quality, integrated Reproductive health services. It has so far demonstrated its solid commitment and support to the national effort to improve the sexual and reproductive health rights situation in South Sudan with focus on the poorest and underserved segments of the population.

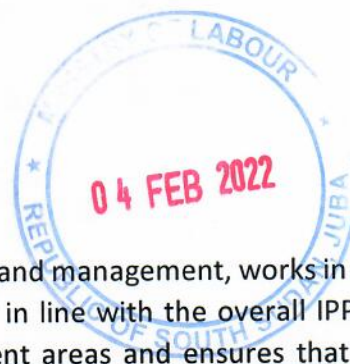
Job summary: To implement RHASS' strategic goals and objectives. To provide leadership to the RHASS programme, finance, and operations team towards advancement of RHASS' mission, philosophy and, goals and objectives in a complex setting. He/she serves as Secretary to National Executive Committee/ Board.

Liaises with: International Planned Parenthood Federation, Africa Region (IPPF-ARO), UNFPA, Government Authorities, Agency representatives as well as other stakeholders in South Sudan and abroad to ensure appropriate mechanisms of efficient management and operations of RHASS.

Broad Responsibilities:



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1) Programme Development and Management:

With overall responsibility for programme development and management, works in consultation with the RHASS' NEC Board to develop RHASS strategy in line with the overall IPPF's strategy. Keeps abreast of the country SRHR priority development areas and ensures that the country strategy addresses them so that RHASS remains relevant to its stakeholders. Takes the lead in identifying new projects and gap areas in existing projects with a view to soliciting new funding. Ensures that programme and project activities outlined in the overall IPPF-ARO and RHASS Strategic Plans and donor contracts are effectively implemented in accordance with contractual obligations and RHASS' goals and mission. Ensures that the quality of RHASS programs and services delivered is continuously improved upon.

2) Human Resource Management:

Effectively manages the human resources of RHASS according to the approved HR policies and procedures and ensures that RHASS fully conforms to the South Sudan labor laws and regulations as well as its own policies and procedures. Effectively manages the team and partners by setting performance targets and continuously monitors to ensure the attainment of the RHASS objectives and strategies.

3) Financial Management

Has an oversight responsibility to ensure appropriate management of the RHASS programme budgets in compliance with both IPPF/RHASS' and donor policies and procedures and ensures the agreed reporting deadlines are fully complied with. Works with the team to draw up annual work plans and budgets for the RHASS and seeks RHASS' NEC Board approval and monitors implementation.

4) Risk Management

Take leadership in developing and executing action plan to resolve audit findings in an agreed and timely manner; undertake appropriate reporting of audit results and actions to the Board and IPPF-ARO; Ensure maintenance, monitoring and reporting of a sound Risk Management System for the Office, including implementation of a Security Policy.

5) Resource Mobilization

Mobilizes national, regional, and international financial and related resources for SRHRs advocacy and service delivery to address unmet needs in the country. Facilitates the RHASS board members pro-active engagement in resource mobilization. Works closely with IPPF ARO in identification of new opportunities and in responding to funding opportunities.

6) Expanding RHASS Volunteer Base



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Serves as secretary of the RHASS NEC and supports RHASS NEC and volunteers to pro-actively enlist new members and expand RHASS branches with objective of making RHASS have a representation of all areas of South Sudan. Work closely with the board members to ensure all policies, procedures, and documentation pertinent to RHASS volunteers are compliant to standard practices in IPPF.

7) Representation

As the senior staff in RHASS, advocates on behalf of RHASS' operations in the field and maintains a strong profile of the organization in appropriate coordination and other external fora. Works with the other staff in deciding on the development and maintaining of networking and partnership with key stakeholders. Represents RHASS with National/Local Authorities, Donors, and NGOs fora and assists in the management of both internal and external communications. Represents RHASS at IPPF-ARO Forum and ACEMAAR meetings.

Expected Results:

1. Create a shared vision among all staff on programme/project objectives, and ensure that their role in achieving these is facilitated
2. RHASS Strategic Plan in line with the overall IPPF Strategic Plan is regularly reviewed, implemented, and monitored.
3. Programme and project annual and quarterly operational plans developed, regularly updated, and followed.
4. Agreed RHASS institutional policies, systems and procedures are followed in all CORE programmes and projects and other operations
5. Overall coordination, networking and strategic partnerships to programme implementation established and made functional.
6. Oversight responsibility for finance management and systems compliance to RHASS/IPPF guidelines, donor requirements and locally applicable laws and procedures.
7. Programme and project monitoring and evaluation (based on programme and project indicators) regularly carried out, and timely reporting (quarterly, bi-annual, and annual) to the IPPF-ARO, RHASS NEC Board, donors, and important stakeholders ensured.
8. Appropriate programme documentation and reporting systems further developed and implemented.
9. In-country contacts with existing donors and potential new donors maintained/explored and funding proposals in support of existing and/or new projects developed in consultation with the AAH-I Directorate.



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10. RHASS volunteers base revamped, and more volunteer branches established in new areas of South Sudan.

Specific duties:

- Ensure that the projects remain within the limit of their initial design, budget and purpose and are in compliance with donor contractual obligations.
- Lead the preparation of annual, quarterly, and monthly work plans and operational budgets, setting the parameters and the process, and ensure full compliance with budgetary allocations and timely delivery of project outputs.
- Ensure efficient management systems in support of project implementation are adequately functional and are followed.
- Establish M&E systems in support of project implementation and ensure their adequate functionality.
- Ensure there is a regular documented forum/meeting for key staff to discuss work plans, and assess performance based on agreed upon benchmarks.
- Ensure monthly, quarterly, and annual management reports and donor progress reports are prepared and distributed on time.
- Identify bottlenecks to project implementation and take appropriate remedial action.
- Ensure that robust and efficient office and logistical systems and procedures are in place and are complied with.
- Identify potential partners and assess their capacity to support the programme in the achievement of its objectives and make recommendations to the NEC Board.
- Ensure that appropriate systems and plans are in place for dealing with emergencies and provide leadership for staff in emergencies.
- Representation of RHASS interests and activities to the media and official partners carried out in consultation with other key staff.
- Acting as the organization's representative in the country, lead in promoting good relations with Government Offices, Donors (existing and potential), Partners, and other stakeholders.
- Identify funding opportunities, commence negotiations, lead the technical team in preparing the required proposals, and work with the NEC Board to close the deal.
- Participation in RHASS/IPPF internal management meetings and other coordination fora both within and without.



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- Ensure that all relevant permits and operating authorizations are obtained to enable the organization to function efficiently, and all required returns are made in a timely manner.
- Ensure that the programme support functions are implemented efficiently and cost-effectively and provide adequate support to RHASS Office operations.
- In consultation with the National Board and the IPPF-ARO, explore plans for programme consolidation/expansion (activities and/or geographically) and develop potential for further funding.
- Liaise with the NEC Board Chairman to ensure that National Board meetings are held on a regular basis (quarterly) and proceedings properly documented.
- Any other relevant duties that may be assigned by the immediate supervisor from time-to-time.



Level of Authority:

- As the head of RHASS, represents RHASS in official functions at country and international level.
- Can hire and discipline (including termination) of RHASS staff and other direct project staff in accordance with the organization's and national policies.
- Recommend termination of contracts of seconded programme staff on disciplinary grounds.
- Overall responsible for allocation and prudent management of project as well as approved RHASS resources in the Country Programme in line with NEC Board's approved policies.

Qualification

- Master's degree in the health, social sciences and related fields and with significant experience in either public health or development projects management in the NGO sector;
- Proven track record of leadership, with at least 5 years progressive management experience, supervising complex programs funded by major multilateral or bilateral donor agencies;
- Demonstrated leadership in strategic program and project development, implementation, and evaluation;
- Proven track record in resource mobilization;



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- Commitment to promote RHASS' Vision, Mission, and its Strategic Goals;
- Inspiring leadership with excellent communication and interpersonal skills;
- Excellent diplomatic skills and ability to create positive relations with staff, senior government officials, heads of diplomatic missions, international organizations, NGOs, and CBOs to enhance RHASS' programs;
- Experience with financial management and compliance with donor requirements.
- Entrepreneurial orientation, self-starter able to work independently and cope with demanding work situations in complex setting with active conflict.

Skills and Competence:

- Strong management and supervisory skills and experience.
- Demonstrated leadership ability in strategizing and coalition building.
- Demonstrated effectiveness and lead experience in Country and fund development.
- Strong analytical (both political and organizational) skills with good attention to detail.
- Ability to provide coaching, mentoring and leadership to team members.
- Strong SRRH/FP experience and ability to work in an active conflict setting.
- Commitment to and understanding of RHASS' values



How to apply

1. Interested individuals are advised to submit their application attaching their CVs with a cover letters through email to: guneannitah@gmail.com Tel Phone: 0928810108
2. Hard copies can be dropped at RHASS office located at Star Village building, opposite St. Thomas ECS Church along Gudele Road.
3. Applications once received are not returnable
4. This vacancy is open to South Sudanese only.

Please, note that only short-listed candidates will be contacted.

M. Opora 3/2/2022
L.M. Opora
ED/RHASS

