



## AMALNA (AMSS) SOUTH SUDAN ONE (1) Program Manager

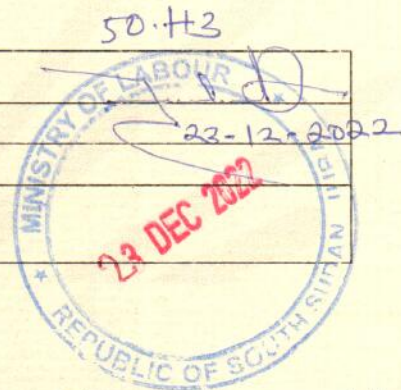
### Background

AMALNA is a South Sudanese national organization registered by Relief and Rehabilitation Commission (RRC) 2016.

AMALNA is committed to promote a culture of peace and reconciliation in communities. It is dedicated to building communities of peace using gender and rights-based approaches.

We are therefore looking for a talented and well experienced Program Manager to manage Amalna's program.

POSITION	Program Manager
DEPARTMENT	Program
REPORTS TO	Executive Director
EXPECTED START DATE	1 <sup>st</sup> February 2023



### I. Purpose of the position

AMALNA South Sudan (AMSS) seeks a Juba-based Program Manager to support their Program in key tasks linked to programme implementation. He/she will ensure support of high-quality program delivery on all projects (current and new). This role is fit for hardworking, detail oriented, and highly motivated candidates with a clear interest in project management, M&E, peace building, governance, community engagement and with experience in social behaviour change communication (SBCC) projects. It is an excellent opportunity for candidates looking to travel regularly to the field and to play a direct role in both program implementation and business development.

Within AMALNA the program Manager will have overall oversight and implementation responsibility of the program. The programme Manager will also collaborate closely with other departments, provide facilitation and training, donor relationship, projects reporting, and outreach activities, support community mobilizers, partners, among others.

### II. Tasks and responsibilities

- Lead technical design, program strategy, staff training, implementation, research and oversight all project activities.



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"Inspiring Hope Through Communication for Peace in Diversity"

- Support business development efforts, including contributing to and leading new proposal development to fundraise for new projects.
- Supervise field-based local partners and youth groups; advise and support their management of the field activities. Including finances and logistics.
- Strengthen AMALNA's visibility and leadership by regularly participating in fora, panels, and conferences and by writing articles, research reports, and other published products that can be posted to AMALNA's website.
- Supervise and mentor Juba-based program staff, M&E as well as community mobilizers at the states.
- Communicate proactively and regularly on strategic and practical programme issues/opportunities with the key partners of the programme, as well as with other important stakeholders where relevant.
- Ensure compliance with all donor rules and regulations.
- Ensure the establishment of good and supportive contacts with relevant State authorities and other local leadership.
- Develop work plans/GANTT charts, logic models, and M&E plans; ensure that technical activities are implemented on time and within the allocated budget and scope of work.
- Implement sustainable solutions to address program vulnerabilities and risks.
- Managing project budget and expenditures, and ensure high quality reporting.

### NON-SPECIFIC RESPONSIBILITY

Perform any other assignments reasonably associated with but not listed in this Job Description as and when assigned by the supervisor, or the Executive Director.

### III. Competencies

#### Required qualifications and work experience

- Minimum 3 years of practical experience in managing international and national media and communication, peace building, governance, community engagement, awareness raising/outreach, communication, and community based projects (mandatory).
- At least a University degree in project management, social science, development studies, communications and media, education/outreach, social works or related areas (mandatory).
- Highly experienced in managing social behaviour change (SBC) project through media and communication strategy (mandatory).
- Having experience in coordinating outreach campaigns activities such as theatre performances, film screenings, dialogue forums etc. (mandatory)
- Highly experienced in proposal writing and narrative donor reporting.
- Solid experience with co-designing and using M&E tools, as well as with gathering, analysing and reporting on monitoring data (mandatory). Knowledge of Outcome Harvesting methodology or other qualitative change-focused methodologies is an advantage.
- Have experience with analysing and managing security risks that link to programme implementation.



### Knowledge and skills

- Have thorough knowledge of Social Behaviour Change (SBC), peace building and reconciliation opportunities in South Sudan (mandatory).
- Having good knowledge about the conception and use of different audio-visual communication tools is a strong advantage.
- Have experience in moderating meetings between various actors including planning and task-sharing sessions (mandatory).
- Have experience with participatory approaches to decision making.
- Experience with (supervision of) training and coaching is an advantage.
- Computer literate with a comprehensive knowledge of MS Excel & word (mandatory).
- Have an extensive network of contacts in the field of peace building, (I) NGOs, youth groups and/or community-based work, and know how to lobby/advocate on project-related issues with different stakeholders.
- Ability to communicate in English, and Arabic language required for writing reports).

### Personal aptitudes

- Have a good organizational capacity and ability to keep the overview.
- Have the ability to take initiative.
- Have good listening skills.
- Have good verbal communication skills at all levels and towards all categories of actors involved in the project.
- Have the ability to properly manage conflicts (of interest)/differences of opinion that may arise between different actors involved in the campaign.
- Ability to work under pressure often to strict deadlines, managing several tasks at a time.
- Be punctual and know how to respect the schedule and timing of planning activities.
- High energy and flexibility to changing circumstances.
- Be of good character.

### IV. Application Process

- Interested Candidates are requested to submit their Applications, Updated CVs and scan copy of their nationality ID electronically to: [hr@amalna-ss.org](mailto:hr@amalna-ss.org) not later than **11<sup>th</sup> January 2023**; to the Address: Amalna South Sudan, **Plot 181, Block 3K South, 2nd class**, Hai Tongping Residential Area, Juba, Republic of South Sudan.
- The position is open only to South Sudanese nationals.
- Only shortlisted candidates will be contacted and applications submitted will not be returned.
- Female candidates are highly encouraged to apply.
- **NOTE: WE DON'T ACCEPT HARD COPIES**

**Note: A detailed job description will be provided to the selected candidates**

