



**Vacancy Announcement**

<b>Organization</b>	Africa Development Aid (ADA)
<b>Position/title</b>	Deputy Head of Programmes
<b>Reporting to</b>	Head of Programmes
<b>Duty station</b>	Juba, South Sudan
<b>Collaboration</b>	HR & Administration Manager; Finance; Sector Program Managers
<b>Duration</b>	Six (6) months with possibility of extension depending on funding and performance
<b>Number of vacancies</b>	01 (one)
<b>Date of the advert</b>	Friday, 6 <sup>th</sup> October, 2023
<b>Closing Date</b>	Wednesday, 25 <sup>th</sup> October 2023
<b>Starting date</b>	Applications will be reviewed on a rolling basis.

**1.0. Organizational Context:**

Africa Development Aid is a Christian-based national (South Sudanese) Non- Governmental Organization (NGO) providing humanitarian & Developmental services in the Republic of South Sudan. ADA responds to conflict and disaster, considering a triple nexus approach in its programing in hope of a lasting peace. ADA was established in 2012, with services that have covered the following State in South Sudan: Central Equatoria, Eastern Equatoria, Upper Nile, Jonglei and Unity States.

ADA's sector interventions include FSL, E/SNFI, WASH, Child Protection, Education and Peacebuilding, including defending women's rights. As a mobile ES/NFI responder, ADA is mandated to intervene in any of the 10 States of South Sudan and the 3 Adminsitartive areas. ADA generates funding from international donors, including UN agencies.

Motivated by the Motto: **"Secure Healthy People in Safe Environment"** Africa Development Aid is committed to promoting community peace and reconciliation with aim to promote 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,

**2.0. Scope and overview of the Job**

The Deputy Head of Programs (DHoP) is a member of the ADA Senior Management Team, tasked with supporting successful implementation of ADA's programs covering the thematic areas of FSL, E/SNFI, WASH, Child Protection, Education and Peacebuilding, including defending women's rights. S/he reports directly to the Director of Programs. The key focus of responsibilities will encompass grant management; quality program development, implementation and reporting; leverage with donor agencies on program content, quality and feedbacks; ADA's key stakeholders (local and international), and oversight of Monitoring, Evaluation, Accountability, and Learning (MEAL).

The DHoP will be the focal point for development, rolling out and monitoring of ADA's Strategic Plan. S/he will supervise Program Managers. The office holder will collaborate with Admin, HR





and Logistics Department, Finance Department and ADA's Field Coordinators. The position is based in Juba City, with at least 35% travel to ADA's field locations for programmatic and Management

**Languages:** Fluency in both written and spoken English. Fluency in Arabic (Juba) – both spoken and written will be an advantage. Proficiency in any of the South Sudanese major languages will be desirable.

### 3.0. Main duties and responsibilities:

#### 3.1. Program Strategy, Design and Fundraising

- Support the Director of Programs in the operationalization of ADA's Strategic Plan response on an annual basis, actively engaging in ADA's strategic planning processes.
- Ensure, with Program Managers, Field Coordinators, and Director of Programs staff, that project design reflects high program quality standards and humanitarian best practices.
- Lead efforts for sustainable program growth, proactively identifying opportunities for new programming initiatives and emphasizing multi-year funding to support them.
- Provide leadership support to the program and grants teams to develop competitive, evidence-based and cost-effective funding applications.
- Provide guidance, strategies and tools to ensure that program choices are based on needs assessment findings (primary & secondary data) and analysis, input from communities, a thorough understanding of context, technical best practices, and operational viability.
- Formulate integrated program initiatives so that technical sectors complement each other and promote mainstreaming of protection principles and gender-responsive approaches
- Program Management - Implementation, Monitoring and Evaluation
- Support Head of Programs in leadership and management of program portfolio, ensuring strategically coherent program direction, well-managed growth, and compliance with internal (ADA's) and external (donor) regulations.
- Continually seek out ways to build the capacities of the program team members, individually and collectively.
- With approval of Director of Programs, ensure that detailed, realistic and feasible project implementation plans are developed, and modified as needed, in collaboration with the Program Managers and Operations team.
- Coordinate with other members of the Senior Management Team on appropriate management, compliance and performance standards, as well as effective systems for budget management, knowledge management and risk management.
- Support programming staff to collect, document and disseminate lessons learned and best practices, incorporating these into new project designs.
- With program staff, develop effective and appropriate M&E plans, including methodologies and tools to strengthen the quality of data collection, analysis and reporting.
- Review M&E and accountability data with program staff to identify and address areas for operational improvement.

#### 3.2. Grants Management

- Working with ADA Senior Management, s/he provides strategic direction in development of funding strategy, widening and strengthening donor base, ensuring quality grants management, ensuring compliance with donor requirements, ensuring quality information management related to programs/ grants, and supporting directly in all aspects of the proposal development and reporting processes.





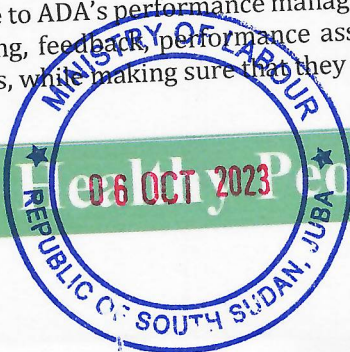
- Support funding proposal writing processes. This involves writing project and budget plan proposals and proactively coordinating with the different sector managers with the aim of obtaining sector-specific data to inform proposal writing
- Supervise all internal, external and reporting with programs and finance, ensuring high-quality, well-written and timely reports meeting donor and ADA's partner requirements; conduct thorough reviews and/or revisions of all external reports compiled by Program Managers
- Develop donor profiles, managing and updating their contacts and preference information while solicitation strategies and maintaining relations with them to ensure continued funding and recommend new innovative funding opportunities.
- Assist in developing a fund generation and resource mobilization work plan and constantly follow-up the implementation of the plan. This involves designing and writing materials for communications with different prospective donors and agencies.
- Conducting research on potential donors/partners such as trusts, foundations, companies and
- Raising awareness of Africa Development Aid (ADA) and its work at the country and international levels through web-based fundraising.
- Ensure that Program Managers conduct routine monitoring visits to implementation locations to ensure donor compliance and quality program implementation.
- Coordinate with the Program Managers and Finance teams to ensure sound budget management, expense control and timely contractual documentation.
- Support Director of Programs in Grant Opening and Grant Closing Meetings with all relevant department and units and to ensure they take place on time. Also ensure that programming staff are well trained to properly manage project budgets.
- Ensure that the program coordinators review Budget vs Actual on a regular basis; provide leadership and management support to ensure effective monthly grant review meetings.
- Mitigate any potential risk by collaborating with the Finance Department to ensure that programming staff fully understand financial and administrative processes involved in project budget cycles.

### 3.3. External Representation and Advocacy

- Develop a sound understanding of the ADA's programs to be able to professionally represent ADA to implementing partners, the government and donors;
- Assist ADA in developing strong relationships with donors, assisting with visits and in the development of appropriate advocacy actions;
- Forge and maintain solid cooperation with partner organizations through regular communication, cooperation and, where appropriate, joint decision-making.
- Act as the focal point for program-related communication between ADA's country programs.
- Oversee programmatic inputs to advocacy efforts both in-country and globally.

### 3.4. Staff Management and Development

- Provide guidance and supervision to the Program Managers, Field Coordinators in discussing job expectations, set objectives and provide appropriate and timely feedback on performance of direct reports, including timely implementation of performance management system.
- Create an inclusive team climate focused on the achievement of team and individual results that emphasizes the importance of mutual respect, trust, listening, ownership, learning, productivity, accountability and openness
- Adhere to ADA's performance management system, providing regular, timely and thoughtful coaching, feedback, performance assessment, and professional development for all direct reports, while making sure that they do the same for their direct reports.





- Build capacities of programming staff in key project management principles, tools and approaches and ensure that these new skills are utilized on the job.
- Manage recruitment, hiring and development of high-performing national staff to assume greater levels of responsibility.
- Provide leadership support for the successful implementation of and adherence to ADA's HR Operating Policies and Procedures.
- Promote and monitor staff care and well-being, and ensure to create systems and practices where work supports life and continuously role model such practices;

#### 4.0. Requirements

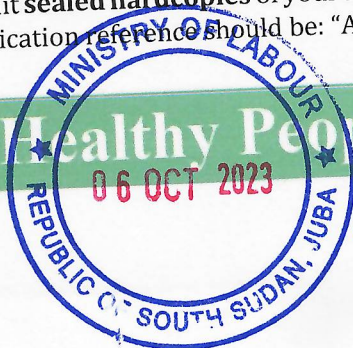
- Bachelor's degree in a relevant field (including Development Studies, International Relations and Social Sciences); Master's degree is an advantage.
- Minimum eight years of leadership experience working in a humanitarian or development setting with a minimum of five years of NGO program management experience required; experience working within the fast-paced humanitarian emergency environment desirable.
- Experience working in the fields of FSL, E/SNFI, WASH, Child Protection, Education and Peacebuilding, including defending women's rights, Economic Recovery and Development (ERD) and/or cash programming, and experience working in partnership with local organizations, is strongly desired.
- Proven ability to develop winning proposals to public and private-sector donors;
- Demonstrated experience and ability to lead and supervise people, coach for performance and development and create an inclusive organizational climate;
- Previous experience managing programs financed by US government agencies, FCDO, EU, foundations and private donors a must, with previous experience in competitive environments a plus.
- Proven ability to manage projects to completion on time, within budget, and with the anticipated results.
- Ability to respond to multiple priorities in a timely manner, producing high-quality outcomes.
- Demonstrated successful leadership experience for a multi-disciplinary team in a cross-cultural setting, including active mentoring and coaching on performance and development;
- Previous work experience in South Sudan is a plus.
- Proven fluency in English is required, with knowledge of Juba Arabic and a national South Sudanese language advantageous.

**5.0. Standards of Professional Conduct:** ADA staff must adhere to the values and principles outlined in international humanitarian protocols, rules, standards and regulations. Staff must adhere at all times to ADA's five core values: Dependence on God; Integrity and accountability; Peaceful coexistence; Hard work and diligence in service and Equal treatment of every person.

**6.0. Gender Parity Focus:** ADA is committed to narrowing the gender gap in leadership positions, especially by adding more qualified ladies in Senior Management. This position is highly recommended for **female candidates, but not excluding very competitive and suitably qualified male candidates.**

#### **How to apply**

1. Submit your application electronically to our HR at [hr.adadevelopment@gmail.com](mailto:hr.adadevelopment@gmail.com)
2. **OR** submit **sealed hardcopies** of your application to ADA office, Plot 379 Theo Road, Tonging.
3. The application reference should be: "Application for Deputy Program Director - ADA"





4. Provide: an updated CV with valid contacts of three referees; letter of application with details of active telephone number and working email address; photocopies of academic credentials. Female candidates would be preferred, but very competent male candidates will as well be considered, based on experience and qualifications.

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

Deadline for this advert is Thursday, 19<sup>th</sup> October 2023 by 4:30 PM (CAT)

**Female candidates are strongly encouraged to apply!**

