



ACTED



Terms of Reference
GFD PROGRAMME MANAGER

Position: GFD PROGRAMME MANAGER
Location: Maban, Upper Nile
Vacancy No: 1 vacancy
Reporting to: Area Coordinator
Duration: 10(Ten) Months
Date of Issue: 19-February-2020
Date of Closure: -10-March-2020

1. Background ACTED

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Our interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context. Our 3,300 staff are committed in responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

JOB PURPOSE

Under the direct supervision of the Area Coordinator, the Project Manager will be responsible for managing the GFD and SF project in Maban county; it will include supervising, monitoring, training staff and project implementation in line with project requirements, donor requirement and ACTED guideline.

She/he will be fully responsible for quality of service delivery, respect of the targets, discipline of the staffs and meeting deadlines in term of reporting.

CHAIN OF COMMAND

Under the authority of:

- Area Coordinator

Line Management:

- GFD Team Leader
- School Feeding Officer

WORKING RELATIONS

Internal:

- DCD Operations
- GFD or FSL Technical Coordinator
- FLATS (Finance, Logistics, Admin & HR, Security, etc)
- AMEU Department
- PD department

External:

- WFP SO Focal Person –GFD/SF
- Beneficiaries
- Relevant stakeholders (INGOs, partners, etc)

OBJECTIVES

To ensure the project is implemented in a timely and Professional manner, according to objectives, goals and indicators, in line with donor requirement and based on beneficiary needs.

DUTIES AND RESPONSIBILITIES

1. Project Planning



- a) Develop overall project implementation strategy, systems, approaches, tools, and materials (or improving the existing tools and materials)
- b) Organize project kick-off and close-out meetings
- c) Plan the various stages of project implementation and set direction by prioritizing and organizing activities and resources to achieve project objectives

2. Project Implementation follow up

- a) Oversee and manage the implementation of the GFD project ensuring that technical quality and standards are considered and respected during project(s) implementation
- b) Organize regular project coordination meetings with project team
- c) Ensure budget utilization and physical target achievements are reviewed at least once a month as per work plan
- d) Ensure project implementation is on time, target and budget, using effective M&E systems to reach desired impacts
- e) Ensure that the project is implemented in accordance with relevant ACTED technical guidelines and standards
- f) Anticipate and mitigate risks and trouble-shoot any unforeseen challenges during the project implementation
- g) Regular update the work plan, output tracker, PMF and other documents relevant for effective project management

3. Administration and Operational Management of Project Implementation

3.1. Finance

- a) Review the BFU(s) and provide accurate forecasts with BOQs
- b) Forecast monthly cash requirements of the project and submit to AC

3.2. Logistics

- a) Contribute to the development of Procurement plans when requested
- b) Send accurate and precise order forms in a timely manner and follow up
- c) Contribute to quality checks and procurement committees(if any) to finalise suppliers' selection according to applicable scenario
- d) Confirm quality of material selection if and when applicable
- e) Ensure a proper management and use of the project assets and stocks
- f) Plan team movements based on available fleet and applicable policies

3.3. Administration/HR

- a) Participate in the recruitment of project technical staff (development of organograms, ToRs, elaborating the tests and reviewing them; interviews etc)
- b) Ensure that project staff understand and are able to perform their roles and responsibilities
- a) Follow-up the work plans and day-to-day activities of the project staff
- b) Manage the project staff in cooperation with Area Coordinator
- c) Ensure a positive working environment and good team dynamics
- d) Undertake regular appraisals of staff and follow career management
- e) Manage interpersonal conflicts
- c) Ensure capacity building among staff in relevant sectors

3.4. Transparency

- a) Ensure project records and documents (Flat files, beneficiary list, donation certificates, attendance sheets etc) are adequately prepared, compiled and filed according to ACTED procedures
- b) Ensure staff awareness of, and respect of, ACTED's code of conduct and FLATS procedures

3.5. Security

- a) Ensure that each member of the project team is aware of security issues, policies, SOPs and they follow them accordingly
- c) In cooperation with the relevant Security Officer, monitor the local security situation and inform the Country Director or Area Coordinator and Country or Area Security Officer of developments through



- regular written reports;
- d) Contribute to the updating of the security guidelines in the project area of intervention;

4. External Relations

- a) Support, facilitate or undertake communication and liaison activities to actively consult and involve beneficiaries, key informants, actors, partners and stakeholders in all stages of project design and implementation
- b) Cultivate good relations with key humanitarian actors – local and international, including government authorities and non-state actors, through regular attendance at technical meetings and bilateral meetings
- c) Ensure that at all times contact with beneficiaries is conducted in a sensitive and respectful manner
- d) Where relevant, liaise with donors and work closely with partners on project updates, site visits and other communication
- e) Identify opportunities to collaborate and coordinate efforts with other organizations to ensure our activities build upon - rather than replicate - the work of others

5. Quality Control

- a) Assess the activities undertaken and ensure efficient use of resources;
- b) Undertake regular field visits to provide technical guidance and supervision as well as regularly monitor the progress of project activities
- c) Ensure lessons learned are documented, shared and reflected in project planning and decision making
- d) Advise on, and assist with, project reviews conducted by AMEU
- e) Ensure quality control, analysis of added-value and impact, identification and capitalization on best practices and lessons learnt and provide relevant feedback for new project development
- f) Identify and analyse gaps, ACTED's added value, synergies and opportunities in the areas the project(s) is / are implemented and pass relevant information to the N+1

6. Reporting

- a) Provide regular and timely updates on progress and challenges to supervisors and other team members
- b) Draft (internal) narrative reports and contribute to the development of financial reports through regular budgetary follow up.
- c) Contribute to drafting of (external) project progress reports, ensuring the quality and accuracy of technical information provided

Person Specification

- Minimum Bachelor's *dégré* in Economics or Social Sciences, with additional trainings Food Security and livelihoods.
- At least three years of experience in program management in refugee camp settings tracking project performance and costs.
- Technical expertise in previously managing GFD
- Experience in partnership building and coordination with the donors, NGO and local community organisations.
- Proven experience in the management of grants, i.e. WFP
- Perfect verbal and /or written communication in English and Arabic
- Demonstrated strong analytical, managerial, leadership, communications and interpersonal skills.
- Positive collaboration and facilitation skills; Leadership of large and diverse teams; Diplômacy.
- Ability to work well and punctually Under pressure
- Willingness to take up à position post and residence in a fragile context.



KEY PERFORMANCE INDICATORS

- % of milestones completed on time as per the original Work plan
- Project completed on time without the need for NCE
- Project completed within budget flexibility (not requiring budget amendment for the budget lines)
- % of contractual performance indicators achieved
- Project records and documents (beneficiaries list, attendance sheets, payment sheets) are available for all projects
- Positive monitoring and evaluation reports (internal and external)
- Number of capacity building conducted to staff and committees related to the project
- % ineligible expenses on project budget lines

APPLICATIONS:

Please hand in a CV and cover letter detailing how your experience and skills match this position description to ACTED Main office in Hai-Cinema behind concord hotel not later than **5:30PM** Email us on : juba.hrofficer@acted.org and Cc albert.gisore@acted.org

Note, applications will not be returned so apply using your copies of documents and Shortlisted candidates will be notified.

