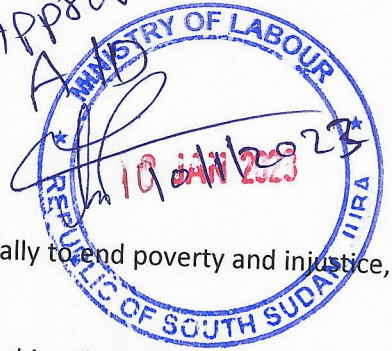




**JOB ADVERTISEMENT**

**POSITION:** Programme Manager  
**LOCATION:** Twic East  
**STARTING DATE:** ASAP

50-H-3  
Approved  
A/B



Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

Our vision is to see all people freed from poverty, living transformed lives and reaching their God –given potential by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund South Sudan Programme is looking for a suitable South Sudanese candidate to fill in the position of **Programme Manager to be based in Twic East.**

**JOB OVERVIEW**

As part of the Jonglei Programme Management Team, and under the direction of the Jonglei Area Coordinator, the Programme Manager will provide leadership and overall management of the (i)BHA funded multi sector project in Health, Nutrition, WASH, Agriculture Food Security;(ii) FSL and Livelihoods FAO funded project and(ii) Unicef & WFP Nutrition projects. The Programme Manager will oversee Tearfund Partnership projects implemented by National partner in Twic East (ALARM) and any other new projects that may come up in the area.

The Programme Manager is expected to develop and implement a strategic, long-term programmatic vision in collaboration partners like County Health Department and ALARM to scale up programs and provide integrated services for affected populations. As a senior leader of the team, you will proactively manage security and mitigate security risks in target locations. This includes designing or updating safety, security and health plans and checklists periodically.

With the support of project teams, you will ensure coordination of all project activities, lead in the development of consolidated work plans, procurement plans, IPTT and provide technical support to ensure quality and effective program implementation. You will ensure quality and timely delivery of the project, and oversee sector specific delivery of outputs, including project reporting (narrative and financial), and coordinate with the project team to promote ongoing learning. The Program Manager will oversee site specific monitoring and evaluation of project activities; delivering quality and accountability commitments and supporting the production of internal and external narrative and financial reports.

The Programme Manager is the Tearfund representative at the County level and is expected to coordinate and manage all field related stakeholders ranging from County Authorities, Community Leadership

## POSITION IN THE ORGANIZATION

1. Grade: A5
2. Reports to the Area Coordinator
3. Direct Reports: Line manage project implementation staff
4. Dotted Line relationship with Sector Advisors
5. Works closely with HR Manager, Logistics Manager and Finance Manger



## TEARFUND'S CHRISTIAN CULTURE

- We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty, and transforming lives. As a Tearfund staff member you are expected to:-
- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values, and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

## ORGANIZATIONAL REQUIREMENTS

- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.
- The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:
  - To model Godly leadership in all aspects of character and conduct.
  - To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.
  - To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Beliefs statement.
  - To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.
  - To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
- The post-holder will be expected to behave in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.

Ensuring staff familiarity with Tearfund's mandate, values, Quality Standards, policies and programme objectives and their individual responsibilities in upholding these standards and policies.

## KEY RESPONSIBILITIES

### PROGRAMME STRATEGY

- The Programme Manager will provide strategic leadership and technical oversight to ensure the affected populations have inclusive access to life-saving health, nutrition, WASH, Agriculture Food Security, cross cutting protection risk mitigation through layering of interventions across sectors. You will actively coordinate with all other Tearfund programs and teams undertaking similar roles in other locations. In collaboration with sector Technical Advisors, the Program Manager strengthen Tearfund's benefit and programmatic footprints in target locations.
- Ensure that Tearfund's purpose, values and the programme objectives are communicated amongst staff to create mutual understanding and ownership and facilitate input from staff in the strategic planning process

## PROJECT MANAGEMENT



- Monitor the humanitarian situation in the project area, making detailed reports and within the agreed country programme strategy propose recommendations as part of the area management team regarding community needs, vulnerabilities/capacities and suggested responses
- In collaboration with community representatives, undertake detailed analysis and design appropriate project interventions to meet needs and strengthen local capacities
- Participate in project evaluations and assist in the analysis of results
- Coach and capacity build project staff across sectors in quality project cycle management including programme design, embedding Tearfund's Quality Standards, monitoring & evaluation.
- Participate in knowledge and information sharing within the programme. Identify, document and disseminate relevant project learning within the programme
- Ensures timely delivery of project by coordinating the team to plan, execute, report, and monitor achievement of project deliverables
- Develop and harmonise all project implementation plans with other consortium partners, support and monitor the delivery of the plans.
- Work independently with guidance and direction, as appropriate
- Provide support to the development and implementation of various operational plans and technical/logistical tracking systems to ensure timely project delivery
- Assist in the management of project risk by proactively anticipating issues and collaboratively developing contingency plans and solutions
- Provide overall management of site-assessment activities, from an administrative capacity; determine capabilities and inputs needed for project delivery based on the assessments.
- Prepare progress reports, special reports and budget requests as required and ensures timely submission of all reports
- Prepare and reviews internal progress reports
- Ensure technical quality and standard of the BHA and other donors integrated project across operational areas, in line with budget, scope and time
- Oversee and support timely and effective implementation project activities, including achieving set indicator targets and objectives, and grant management.
- Ensure that the Twic East projects aligns with all donor contractual obligations.
- Conduct field visits to monitor implementation, consult with key stakeholders, and provide support to program coordinators to ensure timely and effective project implementation - determining gaps and needs and taking corrective measures within appropriate timelines.
- Conduct capacity building and/or mentoring activities for project staff.
- Coordinate with all Tearfund South Sudan Technical Advisors to ensure cross sector integration
- Support the project team in gender, protection, inclusion and conflict sensitive programming.
- Coordinate with Finance and Logistics teams to activities align with procurement plans.
- Ensure regular coordination with designated Tearfund Sector staff in activity planning and implementation.
- Support linkages and ongoing collaborations between the Twic East projects and other complimentary projects
- Identify training needs of staff and ensure mentoring and coaching to address skill gaps/needs.
- Ensure regular communication with donors to share real-time updates on progress, gaps and challenges.
- Facilitate the development of all projects M&E plans and use the plan for project improvement
- Ensure data integrity through data collection, collation, analysis and sharing to donors and relevant stakeholders
- Monitor the overall project context in project locations and design new interventions and proposals advocacy and fund raising.
- Support the development of baseline, surveys and other project assessments and conduct in-depth analysis of assessment findings.



- Support staff to develop robust monitoring systems and conduct periodic reviews for improvement
- Consolidate the sector reports and develop the capacity of teams to ensure quality reporting

### CORPORATE POLICY AND COMPLIANCE

- Responsible for ensuring understanding and compliance amongst project staff to security and health and policy, and any accidents or potential incidents are recorded
- Responsible for compliance amongst project staff with the procedures set out in Tearfund's Disaster Management System
- Responsible for induction of project staff, ensuring their familiarity with Tearfund's mandate, values, Quality Standards, policies and programme objectives and their individual responsibilities in upholding these standards and policies.
- As a member of the Program Management Team and in conjunction with the HR officer, ensure local recruitment for project implementation is consistent with Tearfund HR recruitment policies, the legal context and local practice
- In conjunction with the Finance Officer, ensure project financial management is in accordance with Tearfund financial systems and policies
- In conjunction with the Logistics Officer, ensure logistics systems are understood (procurement, transport, storage, communications, estate / buildings management, asset management etc.) by project staff

### TEAM MANAGEMENT

- Provide supervision, guidance and monitoring for project staff, ensuring clarity over project plans and priorities and encouraging effective team work
- Ensure Tearfund's performance management system is effectively implemented with objective setting, probationary reviews, regular catch-ups, 6-monthly performance appraisals and exit interviews carried out for project staff
- Support the implementation of Tearfund's staff development policy, including personal development planning, in a way that is consistent and transparent
- Provide spiritual and pastoral support where appropriate

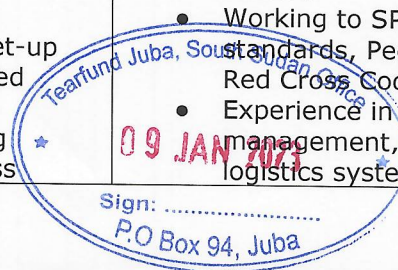
### EXTERNAL REPRESENTATION


- Build positive local working relationships with local communities, county government officials, local churches, UN and where appropriate, donor representatives
- Work independently and with other agencies to build local community acceptance of Tearfund and other humanitarian agencies

### Person specification

Job Title: **PROGRAMME MANAGER**

	ESSENTIAL	DESIRED
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Minimum Bachelor's Degree qualification in relevant sector (Food Security, Water and Sanitation, Health, Nutrition, Community Development)</li> </ul>	<ul style="list-style-type: none"> <li>• Master Degree will be a added advantage</li> <li>• Qualification in Humanitarian action and/or Project Cycle Management and/or Monitoring &amp; Evaluation</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Proven experience in leading multi sectoral project management and implementation</li> <li>• At least 5 years' experience in working within a consortium set-up and leading teams for integrated project delivery</li> <li>• Proven experience in managing Monitoring &amp; Evaluation in cross</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in health, WASH, Food Security and Nutrition sectors</li> <li>• Working to SPHERE standards, People In Aid and Red Cross Codes of Conduct</li> <li>• Experience in M&amp;E, financial management, HR and logistics systems</li> </ul>



	<ul style="list-style-type: none"> <li>sector programs</li> <li>● Proven experience in Strategic planning</li> <li>● Experience in Staff development and capacity building for timely project delivery</li> <li>● Proven team management in relief environments with successful examples of local staff management.</li> <li>● Successful experience of project cycle management</li> <li>● Proven experience of operating in insecure environments</li> <li>● Results orientation, with the ability to challenge existing mindsets.</li> </ul>	<ul style="list-style-type: none"> <li>● Proposal development experience</li> <li>● Experience with NGOs</li> <li>● Previous deployments in complex conflict situations.</li> <li>● Remote management/contingency planning.</li> </ul>
<b>SKILLS/ ABILITIES</b>	<ul style="list-style-type: none"> <li>● Analytical and problem solving skills</li> <li>● Excellent English written and verbal communication skills</li> <li>● Computer literate</li> <li>● Organisational and administrative skills</li> <li>● Negotiation and representation skills</li> <li>● Ability to lead, participate and facilitate in collective staff prayer and bible studies</li> <li>● Honest, encourages openness and transparency.</li> </ul>	<ul style="list-style-type: none"> <li>● Training and mentoring skills</li> </ul> 
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>● Committed Christian with a personal relationship with God</li> <li>● Christian motivation in relation to injustice and serving those in need.</li> <li>● Emotionally &amp; spiritually mature</li> <li>● Understanding and sensitivity to cross cultural issues</li> <li>● Commitment to accountability to beneficiaries and transparency, showing dignity and respect, and demonstrating listening and understanding</li> <li>● Flexibility, ability to remain calm under pressure</li> <li>● Willingness to travel and live in basic conditions</li> </ul>	<ul style="list-style-type: none"> <li>● Patient &amp; tolerant</li> <li>● Networking</li> <li>● People developer and motivator</li> <li>● People person – can present the 'caring face' of the programme</li> </ul>
<b>OTHER COMMENTS:</b> <ul style="list-style-type: none"> <li>● Regular travel across cluster countries is a requirement</li> <li>● All roles require a DBS/Police check</li> <li>● Tearfund is a member of the <a href="#">SCHR Misconduct Disclosure Scheme</a></li> </ul> <p>Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure</p>		

### How to Apply:

If you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the HR Department at Tearfund office or find attached with the advert, Located in **ECSS Compound, Hai Jerusalem** or Any Tearfund Field Offices detailing your experience for the post and include your daytime telephone contact. Applications online can be submitted through our web <https://www.tearfund.org> Indicate the title of the job you are applying for.

Closing date for receiving applications is **22<sup>nd</sup> January 2023 at 5:00pm.**

**NB:**



- Applications once received are not returnable
- Female Candidates are encouraged to Apply
- Due to the urgency of the position, applications submitted will be shortlisted on a rolling basis, should there be suitable candidates, and the position may be filled before the deadline for applications.
- Only short-listed candidates will be notified.

