

JOB OPPORTUNITY

Job Title: Project Manager (1 Position)
Department: Emergency WASH
Reports To: Deputy Head of Programs
Country/Location: Mingkaman, Awerial County

SO-A-3
Approved by
07 AUG 2018
MPS & HRD
S/O
7/8/2018

Background:

Catholic Relief Services (CRS) carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. Our Catholic identity is at the heart of our mission and operations. We welcome as a part of our staff, and as partners, people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS has been operational in South Sudan since 1983, focusing on community-based food and livelihood security through agriculture, health, peacebuilding, WASH, emergency relief, and savings and lending activities.

Job Summary:

You will manage, coordinate, and monitor project activities and relationships with partners and other project stakeholders to assist the achievement of the Emergency WASH in Eastern Lakes State project objectives advancing Catholic Relief Services' (CRS) work serving the poor and vulnerable. Your project management skills and knowledge of the program area will ensure that the CP delivers high-quality programming and continuously works towards improving the impact of this project.

Job Responsibilities:

- You will lead technical, budget management, monitoring and reporting activities of the Emergency WASH project in Eastern Lakes State through most of the project cycle - start-up, implementation and close-out - in line with CRS program quality principles and standards, donor requirements, and good practices.
- Effectively manage talent and supervise. Support with hiring a high quality and diverse team to implement project activities. Manage team dynamics and staff well-being. Provide coaching, strategically tailor individual development plans, contribute to the recruitment process of project staff, and complete performance management for direct reports.
- Ensure learning properly accompanies project activities throughout the project cycle. Contribute when appropriate to the Country Program Learning Agenda. Support accountability through coordinating project evaluation activities following MEAL Policy. Proactively identify issues and report them to inform adjustments to plans and implementation schedules.
- Represent the organization with donors, INGO working groups, UN, relevant local partners and relevant local government and community actors for WASH
- Coordinate activities required for ensuring the financial, material and human resources for the quality implementation of the project. Conduct periodic budget reviews and follow-up with staff on prompt liquidation of project advances to facilitate proper tracking of resource use.
- Identify staff capacity needs and technical assistance needs of project staff and contribute to capacity strengthening and required interventions to support quality project implementation.

CATHOLIC RELIEF SERVICES - USCC
SOUTH SUDAN PROGRAM
JUBA OFFICE

- Assist with preparation of trends analysis reports and disseminate results. Review project documentation to ensure project file is complete with all required documentation and is filed per agency and donor requirements.

Typical Background, Experience & Requirements:

Education and Experience

- Bachelor's Degree required. Degree in International Relations or in the field of WASH would be a plus. Additional experience may substitute for some education.
- Minimum of 5 years of work experience in project management, ideally in the field of WASH and for an INGO or NNGO.
- Relevant grant management experience a plus.
- Staff supervision experience.
- Experience working with stakeholders at various levels and strengthening community partnerships.
- Ability to contribute to the development of technical proposals, a plus.
- Experience analyzing data and contributing to evaluation reports.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).
- Demonstrated commitment to and application of gender responsive programming
- Demonstrated knowledge of the protection from sexual exploitation and abuse (PSEA)
- Experience working in diversity, particularly working with women, children, people with disabilities, IDPs and/or refugees

Personal Skills

- Critical thinking and creative problem-solving skills with ability to make sound judgment.
- Strong relationship management skills and the ability to work effectively with local stakeholders.
- Ability to contribute to written reports
- Proactive, results-oriented, and service-oriented
- Attention to details, accuracy and timeliness in executing assigned responsibilities
- Ability to work with diverse teams made up of various genders, ethnicities, and abilities.

Required/Desired Foreign Language

Fluent in English (excellent in writing, listening and speaking English). Fluency of the local language of the duty station is an added advantage

Travel Required (include percentage of required travel, if applicable)

Frequent travel of approximately 50% of the time to field locations in project counties.

Key Working Relationships:

Supervisory: Emergency WASH Project Officer, Emergency WASH Project Technician

Internal: Emergency WASH MEAL Officer, Emergency WASH Field Assistants, Country Program MEAL Manager, Food Program Manager – Lakes, other CRS Project Staff. Gender and Protection Technical Advisor

External: State government ministries and lower-level administration officials and community leaders; state WASH cluster; WASH implementing partners at state-level

Agency-wide Competencies (for all CRS Staff):

ATHOLIC RELIEF SERVICES - USCC
SOUTH SUDAN PROGRAM
JUBA OFFICE

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Trusting Relationships
- Professional Growth
- Partnership
- Accountability

Competencies Relevant for the Specific Position:

Monitoring, Evaluation, Accountability and Learning (MEAL) Competencies

- **Learning:** Promotes the application of learning to improve program quality and to strengthen agency influence among external stakeholders.
- **Monitoring:** Implements monitoring activities and processes according to the project's detailed implementation plan and MEAL Systems
- **Accountability:** Involve community members in the design and implementation of MEAL Systems and other activities in a respectful manner that values local knowledge and priorities and increases project relevance and impact.
- **ICT4MEAL:** Supports agency priorities in the use of ICT solutions to collect, manage, and analyze data based on feasibility in specific project contexts and a cost-benefit analysis.

Gender, Protection and Safeguarding Competencies

- Understands what safeguarding is and their role in ensuring vulnerable children and adults are free from harm and abuse
- Demonstrates dignity and respect when working with diverse individuals in communities
- Champions the development of accessible and secure feedback and response mechanisms in project communities
- Promotes gender equality through all project activities
- Decisions about recruitment/hiring are made irrespective of traditional gender roles in the workplace (i.e. without regard to stereotypically female or male roles).
- Supports positive action measures, to encourage equal participation of women and men in all levels of management, programming and operations.
- Is aware of power relations in the communities that can be influenced by our activities and adopts a "do no harm" approach in activity implementation.

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

- ❖ CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.
- ❖ Equal Opportunity Employer
- ❖ Female candidates are **HIGHLY** encouraged to apply.
- ❖ By applying to this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.

ATHOLIC RELIEF SERVICES - USCC
SOUTH SUDAN PROGRAM
JUBA OFFICE

Application Submission:

Interested Candidates should submit a **Non-refundable** application letter and CV together with the names of three professional referees not later than **August 30, 2019**.

Address your application letter and CV to. **Human Resource Department**, Catholic Relief Services South Sudan program, Juba Office or Awerial/Yirol Sub Offices

by E-mail: southsudanvacancies@crs.org

Only short-listed candidates will be contacted.

THOLIC RELIEF SERVICES - USCC
SOUTH SUDAN PROGRAM
JUBA OFFICE