



Munuki SDA Compound
P.O Box 247
Juba, South Sudan

Job Title: Project Manager
Qualifications: Bachelor's Degree in Education.
Experience: At least 5 years of experience working for an international organization in a related field.
Project: Education in Emergency
Job Location: Kuajok (WARRAP)
Direct Supervisor: Programs Director.



Organization Description

The Adventist Development and Relief Agency (ADRA) is the global humanitarian organization of the Seventh-day Adventist Church which has been in operation for over 60 years. Through an international network, ADRA delivers relief and development assistance to individuals in more than 130 countries—regardless of their ethnicity, political affiliation, or religious association. By partnering with communities, organizations, and governments, ADRA is able to improve the quality of life of millions through 9 impact areas, namely: Livelihoods and Agriculture; Children; WASH, Community Health; Disaster Response; Economic Growth; Hunger and Nutrition; Social Justice and Gender Equity.

For over 37 years, ADRA South Sudan has been making a difference in individual's lives in one of the most difficult contexts in the world in both development and emergency contexts. In South Sudan, we implement programmes in six thematic programme areas of Education; Primary Health Care; Emergency Response and integrated programming including livelihoods and agriculture; HIV/AIDS; WASH; economic empowerment and gender.

Job Summary:

This position is responsible to ensure 9600 children and adolescents/youth, 3-18 years, affected by conflict and other emergencies have increased and equitable access to lifesaving quality education with improved learning outcomes.

Duties & Responsibilities:

a. Project management

- Ensure that 9600 Out-of-school children and children affected by conflict, adolescents/youth, aged 3-18 years, have increased access to safe and protective learning opportunities within the formal and non-formal education systems
- Guide the capacity building of 150 teachers, Inspectors/Supervisors and Education officials to provide quality basic education.
- Facilitate 9600 out-of-school children adolescents/youth, girls and boys, to have access to life skills and livelihood opportunities for lasting peace and inter-community harmony.
- Facilitate coordination activities with relevant government authorities and stakeholders at the county and state levels to represent ADRA South Sudan in the best possible way.
- To undertake any other relevant duties as may be assigned from time to time by supervisor.

b. Coordination, Communication and networking

- Coordinate and liaise with education authorities, NGOs, private sector actors and other partners including UN agencies on all education activities

- Organize and keep record of the coordination meetings held between ADRA and other agencies and government
- Represent ADRA in both education and protection sub – clusters and other education technical working groups.

c. **Human Resource Management**

- Management and supervision of staff on a daily basis through recruitment, evaluation and on-the-job orientation.
- Support project staff to prepare their activity plan and provide supervision and requisite capacity development to ensure smooth implementation of projects
- Responsible for training and building the capacity of program staff in general management and project related education topics.
- Keep track record of staff contracts, leave plans and performance appraisal in accordance to ADRA HR policies

Common Accountabilities

- Work closely with the teams across all the projects of ADRA South Sudan.
- Supports colleagues in delivering the organization's objectives, including assisting in events and initiatives that fall outside the direct responsibilities of this post.
- On behalf of the Programs Director, represent ADRA South Sudan on internal or external networking and coordination meetings.
- Perform any other reasonable duties and tasks as requested by the or Project Manager

Qualifications and Experiences - Essential

- Bachelor's Degree in Education
- Extensive Experience in education, life skills and peace building, especially working with girls' education project.
- Strong written and verbal communication skills in English with demonstrable skills in capacity building for others
- Advanced computer skills, particularly MS Office
- Verifiable Capacity Building and report writing skills
- Well-organized and resourceful in planning, problem-solving and implementation
- A team player, flexible, quick-thinker and able to work well under pressure and with minimal supervision
- Extensive knowledge of the context of Education trends in South Sudan
- Commitment to the ADRA's vision, mission, values and principles.

How to apply:

Kindly send us your cover letter and an updated CV in English addressed to HR unit-ADRA South Sudan P.O Box 247 Juba C/O SDA Compound in Munuki. Take note that only shortlisted candidates will be contacted. Send your Soft copy applications (no longer than four pages) to jobs@adrasouthsudan.org by **11th October, 2021**.

NOTE! Due to the urgent need for this position to be occupied, we shall be reviewing applications coming in from time to time, and interviews will be conducted once we have received suitable candidates before the deadline of the advert.

Zero tolerance of child abuse:

ADRA believes that any form of child abuse is unacceptable and will not be tolerated. ADRA will act on safeguarding and child protection concerns it receives relating to its Representatives or programs and activities, ensuring that our actions are timely, appropriate, and centered on the best interest of the child or young person, taking into account their age, gender and other specific safeguarding needs and vulnerabilities.