

### **ADVERTISEMENT**

**Job Title:** Programs Manager (1 Position).

**Location:** Juba.

**Timeframe:** Duration is the Job (8 months) with Possible Extension based on donor funding.

**Opening Date:** 04<sup>th</sup> February 2022.

**Closing Date:** 23<sup>rd</sup> February 2021.

**Eligibility:** South Sudanese National only

#### **About IsraAID**

IsraAID is a non-profit, non-governmental working in 19 countries worldwide to provide assistance to populations affected by the conflicts, natural disasters, massive displacements and acute poverty.

IsraAID started its activities in South Sudan after the country gained independence in July 2011. Since then, IsraAID has been accompanying its national partners in their efforts to build effective mechanisms to address some of the most urgent social and protection challenges facing the population of South Sudan, especially Gender-Based Violence, Child Protection, And post-trauma assistance.

IsraAID, in collaboration with its national partners, is conducting protection programs in Greater Mundri-East/West, Maridi, Juba, Kajo Keji, Morobo, Lainya, and Yei in South Sudan.

IsraAID's program objectives in South Sudan are:

1. Building the capacity of, and empowering, national partners and service providers working with communities affected by conflict and displacement;
2. Accompanying the national partners in their efforts to develop and implement sustainable programs and services that address the protection, education and health needs of the communities affected by conflict and displacement.

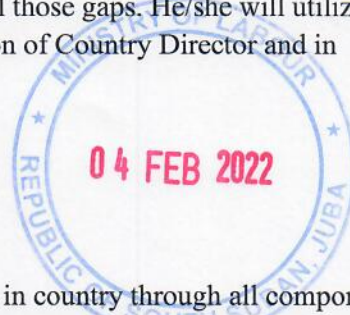
#### **JOB SUMMARY**

The primary function of the Programs Manager is to support the Country Director in supervising the implementation of programs and provide technical oversight to all projects. As part of the senior leadership team, the Programs Manager also plays an active role in planning, designing, implementation, development and administration of IsraAID South Sudan programs and strategy under the leadership of the Country Director.

The Program Director will oversee the IsraAID programs in South Sudan combining management and oversight with department development. In line with IsraAID's global strategy the Programs Manager will guide the development and implementation of sectoral programs. In this capacity, she/he will lead the



designing of concrete implementation plans for each project, provide budget oversight and ensure donor reports are of excellent quality and prepared in a timely manner. He/she will identify needs for specialised expertise and work under the supervision of the Country Director to fill those gaps. He/she will utilize and adapt existing program management and MEAL tools under supervision of Country Director and in collaboration with IsraAID HQ.



## RESPONSIBILITIES

### 1. Program Management

- Reporting to the Country Director, proactively oversee all projects in country through all components of the project management cycle providing ongoing managerial support to coordinators
- Ensure that all programs, projects and activities have clear and realistic objectives, identifiable direct/indirect beneficiaries, have a concrete, realistic and impact-oriented implementation plans
- Ensure effective monitoring and evaluation processes and procedures are followed for each program for the effective and ethical implementation of programs
- Effectively monitor budget implementation against programmatic targets, with support from Country Director and/or relevant team members
- In collaboration with the all relevant staff, oversee timely reporting for all programs according to internal IsraAID and donor requirements, ensuring strict compliance with donor contract requirements and reporting deadlines, and that the verification of submission shared with the Country Director and relevant HQ staff
- Lead in organizing projects meetings, covering all aspects of project planning and implementation
- Ensure that all programs, projects and activities are designed and implemented according to IsraAID's and international programmatic protocols, guidelines and standards, and that program planning and implementation are conducted in accordance with core ethics of intervention;
- Report to Country Director on a weekly basis on activities, achievements, challenges, recommendations for program improvement and program staff development

### 2. Staff management and Professional Technical Support to Staff

- Manage and support programs team, directly supervise project coordinators and ensure reporting lines are observed
- Manage staffing for programs: design staffing plans for each program in coordination with Country Director, initiate relevant recruitments while ensuring adherence to approved budgets
- In collaboration with HQ sector leads and specialised technical staff in South Sudan
- Determine training needs for program staff and facilitate the participation of these staffs in necessary trainings in order to build capacity

### 3. Strategy and Planning

- Ensure effective implementation of the yearly strategic planning for all programs (using existing protocols and guidelines, and updating them when necessary)





- Accompany IsraAID's national partners in the design and implementation of quality realistic programmatic intervention, taking into account the needs on the ground, IsraAID's mandate and capacity of the partner, as well as donors' requirements
- Identify and collect of best practices to contribute to program experience and design

#### 4. Administrative and financial management:

- Ensure all budgeting, administrative and procurement requirements, related to the programs are met in a timely and effective fashion
- Constantly coordinate with Country Director about budget planning, monitoring and reporting and monitor program spending versus program goals and timeframe

#### 5. Coordination with external partners

- Ensure that all program decisions are taken in coordination with partners, donors, relevant government structures and community
- Ensure non-duplication of programs with other partners operating in same locations and in similar sectors of activity
- Attend coordination meetings, other relevant meetings with authorities, donors and other stakeholders as required by the Country Director

#### 6. Compliance & Ethics

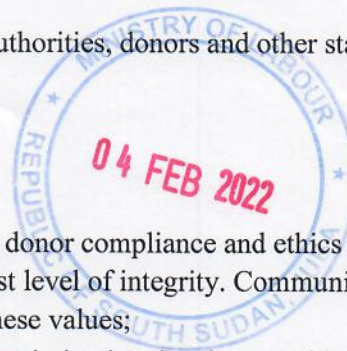
- Promote and encourage a culture of compliance and ethics
- As applicable to the position, maintains a clear understanding donor compliance and ethics standards and adheres to those standards. Conduct work with the highest level of integrity. Communicate these values to staff and to partners and require them to adhere to these values;
- Understanding of and commitment to the principles of non-discrimination, local ownership, sustainability, inclusiveness, local partnership, do-no-harm, and apolitical approach; codes of conduct against sexual exploitation and abuse; and against child exploitation and modern slavery;
  - ✓ Commitment to abide by IsraAID's and UN's codes of conducts and principles
  - ✓ Commitment to humanitarian principles

#### Skills and Qualifications

- Bachelor's degree in Community Development or Gender /Protection and human Rights related field
- 3-5 years in an advanced management role (preference given to those with program management experience)
- Exceptional leadership, time management, facilitation, and organizational skills
- Working knowledge of digital programming aspect
- Outstanding working knowledge of change management principles and performance evaluation processes

#### Preferred Qualifications

- Master's degree in business Community Development or related field
- Previous stakeholder management skills





- Strong working knowledge of programming management
- Proven proposal writing experience

### LANGUAGE

The candidate must be fluent in English as official Language as well as Arabic (preferably Juba local Arabic).

### HOW TO APPLY

Please submit your application cover letter outlining your skills and experience (Copy of CV, National ID and Academic certificates) to [ssdhr@israaid.org](mailto:ssdhr@israaid.org) , [gmanyok@israaid.org](mailto:gmanyok@israaid.org) before the deadline OR submit your hardcopy application to IsraAID HR department to the attention of Operations Manager, IsraAID Office is located at Lukas Building Along Airport Road, Thong Piny Area, Off Road AU Residential Apartment, Juba, South Sudan.

***This post is opened to South Sudanese candidates only to apply in this post.***

