



منظمة الجنوب سودانية للتنمية و الإغاثة  
SOUTH SUDANESE DEVELOPMENT  
AND RELIEF AGENCY  
(SSUDRA)



6<sup>th</sup> May, 2024

Job Title: Program Manager

Department: Program

Reports to: General Manager.

Staff directly reporting to this post of Program Manager.

Duty Station- ECSS-SSUDRA office, Juba.

#### INTRODUCTION

South Sudanese Development and Relief Agency (SSUDRA) is Faith Based National Non-Governmental Organization. It the Development and Humanitarian Arm of the Episcopal Church of South Sudan. It was established in 1979, is Forty-Five (45) years of existence in Development and Humanitarian Service delivery of Relief and Social Services in the Republic of South Sudan.

#### Oversight and Management of Quality Program Operations:

SSUDRA is seeking for an experienced and qualified South Sudanese to occupy the position of Program Manager. This is a high Program position and the incumbent shall be responsible for the overall responsibility for providing leadership in the coordination and implementation of all projects. The applicant (s) must have a Bachelor's degree in Development or other Social Sciences and over 5 years' senior level experience in program cycle management, including assessments, project design, proposal and report writing, implementation, monitoring, and evaluation.

Master's degree is desirable and experience in working in a conflict region with Humanitarian and Development Programming Management Experience.

#### Oversight and Management of Quality Program Operations

Responsible for overall coordination, line management and support of programs/Projects and ensure that:



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**SSUDRA IS THE DEVELOPMENT AND RELIEF WING OF ECSS**

- Project Leads have an up-to-date project work plan and other mandatory project management tools, are aligned with the approved annual Detailed Implementation Plan (DIP) and phased budget.
  - Project leads maintain updated project risk registers with robust mitigation measures.
  - Projects receive adequate support services from the office support functions (HR, Admin, Procurement and Finance, etc.) to deliver high quality programs. Also ensure gaps are identified, prioritized, and communicated to the General Manager.
  - Ensure Project kick-off meetings of new projects with relevant staff to guarantee a joint understanding among team members of donor requirements, budget responsibilities, technical requirements, and other considerations.
  - Ensure that respective Project Leads submit timely and high-quality progress reports, program reports, and donor reports.
  - Participate in conceptualizing and designing cost effective, innovative, adaptive, and high-quality programs.
  - Ensure respective project leads work closely with the Monitoring, Evaluation, Accountability and Learning staff in ensuring robust monitoring plans, baselines, reviews, and evaluations in line with the project design and donor guidelines.
  - Support appropriate dissemination of research findings and good practices documentations in the project internally and externally to donors, governments, consortium partners and other key actors strategic for immediate and sustainable development of interventions.
  - The Program Manager has full accountability for the overall management and delivery of all the projects.
  - Help respond to opportunities to expand programs/impact.
  - Take lead in budget development and proposal development.
1. **Oversight of Grants and Finance Management:**
- Ensure compliance with all grant provisions and timely fulfilment of all projects programmatic reporting requirements including donor reports and internal reports such as pipeline analyses and monthly reports.
  - Oversee the development and successful implementation of work plans linked to indicators and budget for the project in the system.
  - Oversee timely expenditure of approved budgets, avoiding under spending and overspending on grant line items, and implementing plans for expenditure modification.
  - Coordinate activities and prepare annual results report, resource requests, quarterly reports, and pipeline analyses.
  - Responsible for all budgets (donors and SSUDRA's own resources) provided. This may be delegated to other project leads/sub budget holders but overall accountability for the budgets remains with the Program Manager



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- Responsible for authorizing program expenditures in line with donor and SSUDRA guidelines
2. **Humanitarian Response:**
- Directly work with General Manager to ensure the Program office is prepared to respond to humanitarian crises.
  - In case of emergency response, PM will ensure that all responses are accountable to the communities, well designed and delivered in line with SSUDRA's Theory of Change and our commitment to international standards including the Core Humanitarian Standard (CHS), so that in times of conflict and disaster the vulnerable communities are supported.
  - Support continuous updating of contingency and Emergency Preparedness Plans (EPP) according to SSUDRA essential standards and implemented when appropriate.
3. **Staff Management, Mentorship, and Development**
- Ensure and manage appropriate staffing in consultation with the General Manager.
  - Ensure that all staff understand and can perform their roles.
  - Assist the General Manager in managing the team; define expectations, provide leadership and technical support as needed, and evaluate direct reports regularly.
  - Incorporate staff development strategies and Performance Management Systems into team building process. Establish result-based system and follow up.
  - Manage the performance of his direct reports through:
    - Effective use of the Performance Management System including the establishment of clear, measurable objectives, ongoing feedback, periodic reviews, and fair and unbiased evaluations.
    - Coaching, mentoring and other developmental opportunities.
    - Recognition and rewards for outstanding performance.
    - Effective and timely management of poor performance
  - Ensure appropriate gender and ethnic diversity within the Project program teams.

4. **Security management; Context Monitoring and Risk management**

In close collaboration with the General Manager:

- Proactively monitor the political and security situation at local level and regularly report on its potential impact on SSUDRA activities.
- Initiate a clear safety and security management plan for all areas of operations.



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- Ensure that staff understand and can implement this plan - and that it is reviewed and updated regularly.
- Provide security briefs for all visiting staff and guest upon arrival - also provide a copy of security brief for the guests.
- Manage and report on all security incidents in accordance with SSUDRA's Safety and Security procedures.
- Maintain an updated field office risk register.

#### 5. Representation Accountabilities

- Establish, maintain, and improve active and regular working relationships and take the lead role in representing the principles and work of SSUDRA to representatives of other organizations (UN, NGOs, INGOs, counterparts, donors, government Authorities etc.) who are working and visiting SSUDRA.
- Ensure that SSUDRA's partnership approaches and practices comply with her Policies.
- Maintaining good relationship with Government Authorities and the community and managing their expectations.

#### Qualifications and experience

- Bachelor's degree in development or other social sciences and senior management experience preferably in development and humanitarian response programs; master's degree is desirable.
- Over 5 years' senior level experience in program cycle management, including assessments, project design, proposal and report writing, implementation, monitoring, and evaluation.
- Experience in working in a conflict region with both Humanitarian and development programming management experience.
- Extensive experience in management of an office including overseeing the staff management and development.
- Strong results orientation, with the ability to challenge existing mind-sets.
- Experience of managing large and diverse teams in resource-poor, insecure settings.
- Excellent planning, coordination, and reporting skills, with the ability to organize a substantial workload comprised of complex, diverse tasks, and responsibilities.
- Strong analytical, monitoring and evaluation, and report-writing abilities.
- Technical skills in two or more sectors - health, livelihoods, education, nutrition, or WASH



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- Strong, demonstrable, financial management skills, particularly in budgeting and reporting.
- Experience in, and a commitment to, the implementation of robust Performance Management and staff capacity building and development.
- Strong communication, people management and interpersonal skills in English,
- Willingness to work and travel in often difficult and insecure environments.
- Computer literacy, particularly in Word, Excel, and PowerPoint.
- Strong representational and communication skills.

**Date line**

Interested candidates should send their applications and CVs, recommendation letter from his /her Parish Priest or Diocesan Bishop, 3 referees to the under signed contact not later than 24<sup>th</sup> May, 2024.

Send your Application and photo copies of academic credentials to [p.mulu@ecss-ssudra.org](mailto:p.mulu@ecss-ssudra.org)/[maryjosephkelion@gmail.com](mailto:maryjosephkelion@gmail.com) and [abolmakuei@gmail.com](mailto:abolmakuei@gmail.com) or hand delivered to the ECSS-SSUDRA Head Office in Juba-Hai Cinema adjutant Kenyan Embassy, behind All Saints Cathedral – Juba. Contacts: +211 925 000 302/ 0925 881 953 Only

**Short-listed candidates will be contacted.**



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