

JOB #: AM-EUT-101-2/2-01

JOB OPPORTUNITY

Job Title: Area Manager (1)

Department: Program – P2R

Reports To: Chief of Party

Country/Location: Torit

Job Summary:

The Pathways to Resilience (P2R) program is a USAID funded Title II food assistance program working with communities affected by conflict in Eastern Equatoria state (Budi and Kapoeta North County) and in Jonglei State (Duk and Akobo counties), South Sudan. The overall goal of P2R is to improve and sustain nutrition and food security in P2R operational counties by September 2023.

The post acts as Area Manager and directly supervises 3 Field Area Coordinators (ACs) in Kapoeta Town, Duk and Akobo. The post will manage and support the FACs to implement successfully all aspects of programs and operations for the Pathways to Resilience (P2R) program in their respective counties. The post holder will also act as the liaison point for the field teams at senior management level in Torit for the P2R and ensure that field teams are resourced, equipped and supported to manage the P2R team, assets and program activities in each county.

Job Responsibilities:

- Manage the FACs and ensure that they are trained and mentored and supported to oversee the implementation of all field level activities (FFA, DRR, M&E etc.) conducted by their teams.
- Identify FAC's training needs and assist in organizing training as required on sector program areas, operations/finance, HR, M&E, finance or commodity is required by the FACs to carry out their roles effectively.
- Conduct regular working visits to all the counties to assist FACs in planning, overseeing and reporting on program activities and target achievement.
- Ensure that M&E quarterly achievement targets for all county teams are used for program planning and that all field staff use the required M&E reporting tools on field visits and document activities per P2R standards.
- Ensure that FACs actively participate in Programs Operation Coordination Unit POCU level program level planning, reporting, documentation of lessons learned.
- Work with the P2R SMT to ensure that appropriate technical support on program, operations and commodity is planned and delivered to support the work of the field teams.
- Coordinate with the Commodity Operations Team in Torit to ensure that USAID commodity management and reporting standards are understood by FACs and field teams and that all necessary management checks, including monthly physical counts, are undertaken as per regulations and policy.
- Support the FACs in ensuring that CRS security protocols, including communications, vehicle use and health and safety, are observed by all field office staff and by all other CRS staff/visitors travelling at county level.
- Ensure that FACs are facilitated to attend quarterly POCU program planning and review meetings for Eastern Equatoria and Jonglei.
- Enable the FACs to contribute to the drafting and development of P2R's key reports and documentation, internal and external.



- Ensure that FACs provide program performance reports (or indicator tracking table-ITTs) to timelines and that monthly and quarterly performance review meetings are held at county level with all P2R team members and county level government stakeholders.
- Support the FACs to develop cash forecasts, manage finances for the county level field programming and operations and implement essential controls on receipts and cash management.
- Work with POCU Operations and FACs to develop and organize a supply chain management system for essential inputs: fuel, spare parts, office stationery etc. and set up necessary control systems for stores and accounting at field level.
- Ensure CRS/ P2R maintain strong coordination with the state and county authorities.
- In collaboration with the program organizing forum where P2R present its program progress on semi-annual basis
- Ensure the timely submission of reports and information to the government partner at state and County level
- Coordinate at State and county level any VIP or other visits to P2R locations
- Ensure the participation of the FACs and sector team in any new program initiatives and work with the program team to develop new proposals
- Ensure the participation of gender in the county level planning in collaboration with the gender advisor
- Ensure the proper financial, material and manpower resource management as per the agency and donor regulations.
- Deputize for and represent the Area Manager in his absence.
- Carry out other duties as required by the supervisor.

Typical Background, Experience & Requirements:

Education and Experience

- University level education or training in any relevant subject.
- At least four-seven years' professional work experience, including at least two-four years in a management or supervisory position.
- Track record in effective team leadership and delivery of program results.
- Strong supervisory and team planning and management capacities.
- Experience of managing livelihoods or agriculture programming in a remote field location.
- Track record in the effective control and utilization of program resources and assets (food commodity, cash, fuel, vehicles, etc.).
- Demonstrable high-level communication skills in English, both oral and written.
- Strong results-focused competencies in the coordination of multiple activities, in program planning, implementation and reporting.
- Understanding of M&E methodologies and performance reporting.
- High level representational and diplomatic skills with senior level stakeholders.
- Capacity to work and travel to P2R field areas of operations.

Personal Skills

- Observation, active listening and analysis skills with ability to make sound judgment
- Good relationship management skills and the ability to work closely with local partners and community members
- Attention to details, accuracy and timeliness in executing assigned responsibilities
- Proactive, results-oriented and service-oriented

Required/Desired Foreign Language



- Fluency in the local language of the duty station as well as proficiency in English (excellent written, spoken, and comprehension of English).

Travel Required: This is field-based position with frequent travel within the county.

Key Working Relationships:

Supervisory: Field Areas Coordinators, Office Guards and cleaners

Internal: Finance and Operations Manager, Supply Chain Manager, HOOps, Finance manager, Program Manager Livelihoods, Program Manager Social Cohesion, Program Manager MEAL, other CRS staff applicable.

External: Eastern Equatoria and Jonglei State government ministries and lower level administration officials and community leaders. Security company for CRS.

Agency-wide Competencies (for all CRS Staff):

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

Gender Competency (for all CRS Staff):

- Recognizes the importance of having a gender diverse team and promotes a safe and inclusive environment for all staff.

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

Application Submission:

PLEASE MARK YOUR APPLICATION/EMAIL SUBJECT WITH THE JOB #: AM-EUT-101-2/2-01.

Interested Candidates should submit a **non-refundable** application letter and CV together with the names of three professional referees not later than **February 26th, 2021**. Application should be submitted to CRS' office **Juba** or by email to: southsudanvacancies@crs.org

Only short-listed candidates will be contacted.

Equal Opportunity Employer

- ❖ *By accepting 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.*
- ❖ *Female candidates are **HIGHLY** encouraged to apply.*

