



***Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so  
Building Brighter Futures for Vulnerable Children***

## **JOB OPPORTUNITY**

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

**Job title:** Project Team Leader  
**Reporting to:** Zonal Program Manager  
**Location:** Yambio  
**Availability:** As soon as possible

### **Purpose of the position:**

The Team Leader/Camp Manager position is responsible for supervising and managing all the staff and all activities in the Makpandu refugee settlement this includes a multi-sectoral approach in camp management, shelter construction, WASH, protection, health, education, community services, and distribution of NFI and food items. The Team Leader/Camp Manager will coordinate the provision of services to refugees and build effective partnerships with a diversity of stakeholders, ranging from refugees to humanitarian partners, local communities, and government authorities. The position is also responsible for successful project management, including timely achievement of all project deliverables according to the approved proposal and work plans, and budget management.

### **Major Roles and Responsibilities:**

#### **Management:**

- Responsible for supervision and management of all camp / project staff and activities in Makpandu camp, including shelter construction, community mobilization, protection, camp management, WASH, education and distributions.
- Coordination of finance, administration, quality assurance and logistics related to project implementation.
- Responsible for oversight and management of all sector officers and national staff in all sectors.
- Maintain open dialogue with the camp population.



### Project Implementation:

- Achieve all project deliverables as per the approved or otherwise donor-agreed work plans and indicator targets.
- Develop, submit and track progress against Procurement Plan & Tracker, engaging support services such as Supply Chain, Finance and Operations to ensure close follow up, delivery and distribution of high quality, on-time, on-budget procurement.
- Ensure adequate care and maintenance of camp infrastructure, or if applicable, initiate new construction.
- Supervise all contracts and services related to construction, camp maintenance and infrastructure, and other related services, in collaboration with Supply Chain and Operations.
- Supervise all distributions of NFIs and food items to camp population, taking maximum care to ensure accountability.
- Assess protection and assistance needs of the camp population on a regular basis, with due consideration to age, gender and diversity.
- Identify gap in service provision to refugees, proactively referring those gaps to relevant forums or advocating with government authorities or humanitarian partners for additional support.
- Coordinate all activities by all humanitarian partners to avoid duplication and monitoring that protection considerations are mainstreamed in all sectors.
- Continually maintain and develop governance and community participation mechanisms in camp, ensuring that the voices of men, women, boys, girls and groups with specific needs are heard and represented.

The Team Leader/Camp Manager is responsible for the management of program activities and operations in the camp, and logistics related to the management of the camp and actively promotes the participation of camp population in decision making about the camp

### Representation:

- Focal point for UNHCR engagement in Yambio.
- Lead camp management coordination meetings: NGO, INGOs and CBOs in designated camp field sites.
- Participate in other coordination meetings related to the camp.

Ensure effective leadership and representation in forums led by local, county or state government as necessary.

### Financial Management:

- Manage allocated and approved budget in coordination with technical team and support services (Zonal Grant/ Finance Officer, Program Officer, and Zonal Programme Manager).
- Maintain accurate budget and spending plan, updating spending plan monthly and preparing donor revision requests as necessary.
- Prepare and monitor monthly cash flow requests and expenditure.

Review project financial reports on a monthly basis, and work with Finance Team to ensure accurate, timely preparation and submission of Financial Reports to the donor

### Reporting:

Ensure high quality project reports are submitted timely in order to track progress, measure impact, enhance accountability and inform future programming according to UNHCR and WV requirements. Project reports include narrative, indicator tracking, and financial.

### Human Resources Management and Performance Management:

- Participate in hiring and performance management of staff, including semi-annual and annual appraisal, and disciplinary actions as necessary.
- Co-ordinate staff activities and ensure staff share resources where possible.
- Support training needs that may have been identified.



- Encourage skills transfer from international staff to national staff.
- Ensure staff safety measures are adhered to all the time by staff in collaboration with the security focal point/officer

**Qualifications: Education/Knowledge/Technical Skills and Experience**

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training

- Minimum BA/BS in Engineering, Development, Humanitarian Assistance, International Relations, Management, or Social Sciences. Advanced degree preferred.
- Previous work with development or relief organization in complex emergency situations and/or development settings, including refugees, returnees, displaced and/or war affected populations.
- Minimum 2 years of experience in Project Management.
- General technical knowledge of camp management, building community resilience, protection of civilians, human rights, health programming, WASH or education.
- Familiarity with private, UN and multilateral donors; Previous work experience with UNHCR a plus.
- General knowledge of protection, community resilience or social accountability models of governance, refugee issues, human rights technical knowledge in any or all of these sectors is an advantage years of experience managing development/relief programs at an international level.
- Experience in logistics, planning, procurement and management of field operations.
- Experience and/or knowledge of market based approaches to resilience, development and economic recovery.
- Ability to work in high tension and high security risk situations and be able to adapt to rapidly changing contexts.
- Ability to maintain performance expectations in diverse cultural contexts, psychologically stressful environments, and physical hardship conditions with limited resources.
- Excellent analytical/problem-solving skills and detail-orientation.
- Excellent English communication skills (oral and written); French language skills a plus.
- Proven organizational skills and time management.

Excellent computer skills, familiarity with MS Word, Lotus Notes, MS Excel and Power Point would be an added advantage.

**World Vision South Sudan is willing to pay a competitive salary and benefits to the right candidate.**

**HOW TO APPLY**

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to: **The Human Resource Manager, World Vision South Sudan**

**Indicate the position you're applying for in the subject line.**

Applications should be submitted to **this email [recruitsdno@wvi.org](mailto:recruitsdno@wvi.org)** or drop to any **World Vision Offices**

**Closing date for receiving applications is: 6<sup>th</sup> April 2020**

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

