

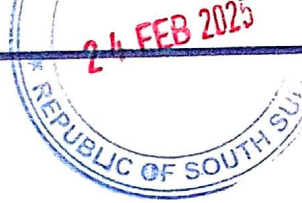


# منظمة الجنوب سودانية للتنمية و الإغاثة

## SOUTH SUDANESE DEVELOPMENT AND RELIEF AGENCY (SSUDRA)



Job Description of ECSS-SSUDRA Programme Manager.  
Job Title: Programme Manager.



50.4.3  
Approved  
24/2/2025

### Position Summary

Under general supervision of the General Manager, the Programme Manager, keeps the vision and mission of the organization, assists or provides oversight and support the General Manager, helps the organization reach its stated goals. The incumbent fundraises the funds for the programmes by writing concept papers and project proposals overseas the projects' implementations. The Programme Manager monitors and evaluates the projects and he/she is responsible for the recruitment of project staff and maintains quality of the organization's programmes and oversees the budget and staff.

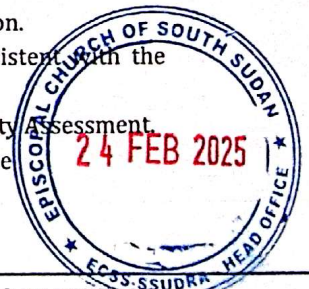
### 1. Job Description Responsibilities and Roles of SSUDRA's Programme Manager

- SSUDRA's Programme Manager keeps the vision and mission of the organization and helps the organization reach its stated goals.
- He /She assists or provides oversight and supports the General manager in planning for the organization
- He/she networks, communicates and collaborates with partners and presents update information on sectors and projects partners and other stake holders.
- He /she fundraises the funds for the programmes by writing concept papers and project proposals and survives assessments and mind and end line surveys
- He/she carries out project monitoring and evaluation and writes the project reports.
- He /she supervise project staffs and project implementation
- He/She recruits the project staff to maintain quality of the organization's programs
- He /She oversee the programmes' budgets and project staffs.
- He/she lobby's, advocates on behalf of the Dioceses, Internal provinces and communities.
- Writes concept papers, proposals and reports to the donors' agencies.
- Writes quarterly reports to the province quarterly meetings.
- He/she does any responsibilities assign to him by the Executive Director.
- Carries out day today's Represents the organization in official meetings and functions as directed by the Executive Director /General Manager.
- Represents the organization in official meetings and functions as directed by the Executive Director /General Manager.
- Represents the organization in cluster working group meetings.
- Collaborate with partners, UN, International Non-governmental, NNGOs Organizations, Community leaders, beneficiary's representatives and government/Local Authorities.

### 2. Essential Duties and Responsibilities.

The duties, roles and responsibilities are for the Programme Manager.

- Manages and coordinates all programme planning and activities in the Organisation.
- Reviews and updates the Programme /Organization to ensure that it is consistent with the programme activities and Preparedness.
- Develops emergency response procedures for threats identified in the Vulnerability Assessment.
- Develop and present training to employees and volunteers on emergency response
- Plan, design, and execute programme response.
- Assists personnel, and checks, maintains, organization staff in project sites.



PO Box 110, South Sudan Tel +211 (0) 927566777/ +211 (0) 92178 2887/ +211 (0) 912375195

Email: loabe2012@gmail.com/ssudra@southsudan.anglican.org

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

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- Serves as SSUDRA representative for and actively participates in programmatic / Cluster and partnership meetings.
- Updates and maintains the SSUDRA's various emergency response plans.

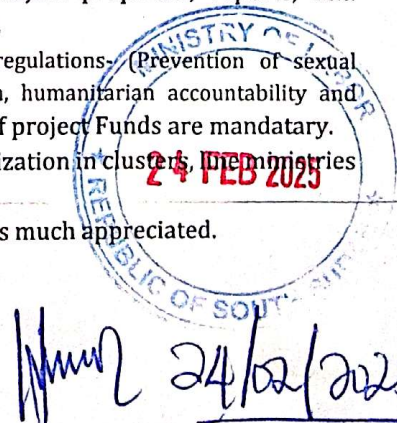
### 3. PROGRAMME, MANAGEMENT AND PROJECT TASKS

The Programme Manager, Management and project tasks

- Write Concept papers, Project proposals, reports and carry out baseline or end line surveys.
- Coordinate the development of programmatic and Emergency plans, processes and relevant documents in line with SSUDRA's frameworks and policies, mission and vision statement.
- Support staff in the development, delivery, monitoring and evaluation of emergency functions and services.
- Successfully work with stakeholders and the line Manager in programme planning, prevention, response and recovery activities.
- Monitor and evaluate programme and Emergency management programs to ensure key deliverables and ensure that obligations are met.
- Supervise, monitor and evaluate programme, Emergency and Development projects.
- Network with project/programme Development Officers, and Mothers Union Coordinators in the internal provinces/Dioceses of the Episcopal church of South Sudan /partners and participate with in programme /emergency cluster meetings, and livelihood cluster meetings and support to ensure effective programme response and recovery activities
- Navigate and coordinate programme training opportunities for relevant staff to build their capacity to deliver and assist programmes achieve goals and objectives.
- Assist the General Manager in management.
- Initiate, lead in the Monitoring and Evaluation of projects to allow effective, and accurate reporting for decision making and project implementation.
- Ensure that M & E plans, reporting guidelines and templates developed and operationalized to ensure effective project implementation and management.
- Support the complete roll-out of Digital M&E system for the projects, overseeing its implementation and institutionalization in SSUDRA.
- Ensure case studies and success stories are collected and used to inform new projects, advocacy and communications.
- Authorize the Emergency Coordinator to summarize annual lessons learnt across projects to feed into annual reporting and project/programme review and design

### 4. Required Competences

- Demonstrable recent and substantial humanitarian experience with civil society sector in South Sudan.
- Must be self-driven, proactive and highly organized, with the ability to work under pressure.
- The candidate should be a graduate from recognised University with Master Degree /post graduate Diploma in Economics, social sciences, International studies preferable in Development Studies, and or humanities.
- Master degree or higher studies in humanitarian field is an added advantage.
- Supported credential of experience of at least five years with Knowledge and Skills in humanitarian work, development and Monitoring and evaluation (M&E).
- Good professional experience in writing concept papers, project proposals, reports, and conducting surveys/assessments and monitoring and evaluation.
- Knowledge and experience of key organization policies and regulations. (Prevention of sexual exploitation and abuse (PSEA) & safeguarding and child protection, humanitarian accountability and partnership (HAP), and code of conduct, regulations and utilisation of project Funds are mandatory.
- Networking, advocacy coordination, working with partner organization in clusters, communities and Relief and Rehabilitation Commission (RCC).
- A competency in spatial planning and programme development is much appreciated.



- Analytical aptitude and thinking skills, communications, and abilities to influence others
- Good organisational time management and strong interpersonal skill.
- Ability to work flexibly and meet tight deadlines
- Attention to details and proven ability to work independently and effectively.
- Experiences of working in hard hit areas and in multi ethnic and religious communities
- The candidate should have an excellent command of English both in writing and speaking and a good level in spoken Arabic.
- Computer literacy and application is mandatory (i.e. Microsoft Word, Excel, Power Point and Internet)
- Must be self-driven, proactive and highly organized, with the ability to work under pressure.

Duty station is Juba with frequent travels to the Programme Areas and the ECSS-Internal Provinces and Dioceses. Interested applicant should attach copies of academic credentials, resume to the application and send to: [ecss@ssudra.org](mailto:ecss@ssudra.org).

Application Dateline: 14<sup>th</sup> March, 2025 at 4: 30pm

*[Signature]* 24/02/2025

