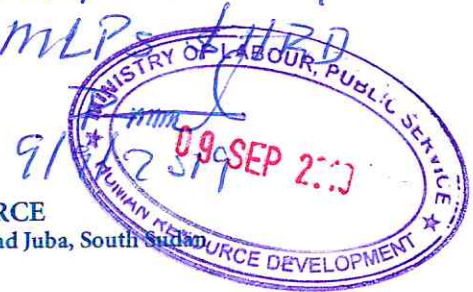




STANDARD ACTION LIAISON FORCE
Block 3K, Plot 492 Juba Nabari Residential Area, Bilpam Road Juba, South Sudan

50-H-3
Approved by
MLP



September 9, 2019

SALF JOB VACANCIES 2019

Background Information:

Standard Action Liaison Force (SALF); founded in 2003 as a democratization and alternative change instrument, a defense of rights and the fundamental freedoms that build and expand on strategic partnerships and platforms, help in organization, inclusion and participation of an informed and empowered citizenry, developing and perfect institutions in response to the necessities and the will of the people of South Sudan.

SALF has registered with Ministry of Justice and secured Operation Certificate from the Relief and Rehabilitation Commission (RRC). SALF strength evidenced in promotion of peace, good governance, democracy, human rights' monitoring, documentation and advocacy and provision of free access to justice to citizens, policy dialogue engagement and research initiatives; livelihood security, environmental and basic services delivery for improving lives of the ordinary citizens in South Sudan

The organization is headed by a President and governed by an eleventh (11) member Board of Directors who meets twice a year, to review management progress. The management team formed of the technical staffs that are being hired by the Board to run organizational programs/activities.

SALF envisage of a free, just and open society that enjoys quality life, where all the people are able to realize their full potential in all aspects of their development, including, adequate representation and effective contribution at all levels of decision-making, consequently preserving them respect and dignity. SALF is working to strengthen, expand and defend democracy, in pursuit of the public shared desires and aspirations toward realization of peace, security and freedom and the rule of law, tranquillity and economic prosperity.

Introduction Job Vacancies Head Office and its processes:

Applications for these vacancies should include i) a motivation letter explaining your interest in the post and ii) how you meet the required competencies and include:

- i. Name, address and contact details
- ii. Current mobile number and e-mail address
- iii. Summarized Curriculum vitae
- iv. Application letter and brief summaries of experience or qualifications
- v. Three referees, their addresses, e-mail, telephone contacts
- vi. Photocopies of academic certificates and other professional accreditations
- vii. Photocopies of National Certificate, National ID or Passport

Bring your application to any nearby SALF Based Offices in New and Old Fangak, Fangak County, South Sudan or submit an electronic application to SALF: salf2000@hotmail.com and Not later than 27th September 2019.

Address your application letter: *Human Resource Officer, SALF Juba Office*

Only short listed candidates will be contacted

Applications from qualified women candidates are encouraged

The position is open for all and prepreably the South Sudanese nationals as per see attached detailed 2 Docs:



Vacancy – Director of Program Coordination

Director Program Coordination (1 post)

Duty Station: Juba, South Sudan

Status: Full time

Duration: as per contract

Start-date: Immediately

Reporting: President, SALF Juba

50-H-3
Approved by

MLPs

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9/9/2019



POSITION PURPOSE AND DESCRIPTION

The SALF is currently seeking a driven, passionate, creative and skilled development professional to serve on our senior management team. His/her other roles and responsibilities will include to assist SALF President, and the SALF Senior Team with general oversight and Strategic Management of the organization programs, including planning, organizing, staffing, leading, coordination, fund raising and program activities control to ensure smooth, effective and timely communication on all issues relevant program.

- Work with the President, Executives, Senior Directors and Directors to track deliverables, associated risks, issues and gaps;
- Work with counterpart Director to analyze the findings from M&E activities in order to: track progress against the results framework; identify emerging issues in need of attention; and, distil lessons learned from program implementation and report thereof and includes on progress administration program staff
- Develop, implement and manage a comprehensive tracking tool to support decision making, resource allocation and keep active records of all Program activities; and ensure the M&E data is appropriately organized, analyzed and written up for donor reporting purposes
- Keep M&E systems and tools under constant review for effectiveness and propose or strategy changes for improvements if required
- Manage the IT, Library and Knowledge Management, and Communications Officers to ensure coherent, effective and efficient program support on all matters of communications and publications
- Produce weekly progress reports and report to the President/Management, update on program progress and associated implementation issues
- Support the coordination between the Executives, Senior Directors and Directors/program officers in implementing the SALF Programs and deliverables
- Lead the process of developing annual operational plans in collaboration with Director Program Development and all other Directors and senior staff
- Work across all Program areas to ensure communications information is correct, up to date and necessary individuals are informed
- Share relevant information from other areas across the Program
- Coordinate, briefings, reports and secretariat support to the SALF Strategic Management Committee and Executive Management Team and associated meetings
- Continuously review the scope and nature of the Program including its function within SALF's broader Program, personnel, assets, services, subcontracts and operating systems.
- Ensure that plans include all necessary activities for achieving the targets in the results framework and have necessary budget support
- Ensure that the general representation and communication protocols and materials are consistent in presenting a professional image to partners and external stakeholders
- Review and approve program officers' short-term work plans for compliance with annual plans
- Identify and contract short-term expert consultants for research, development programming and training support to the organization and will be assign to undertake other tasks and assignments, as requested.



Primary Duties and Responsibilities

The Director Program Coordination performs a wide range of duties including some or all of the following:

Plan the program

- Plan the delivery of the overall program and its activities in accordance with the mission and the goals of the organization
- Develop new initiatives to support the strategic direction of the organization
- Develop and implement long-term goals and objectives to achieve the successful outcome of the program
- Develop an annual budget and operating plan to support the program
- Develop a program evaluation framework to assess the strengths of the program and to identify areas for improvement
- Develop funding concepts notes for the program to ensure the continuous delivery of services

Organize the program

- Ensure that program activities operate within the policies and procedures of the organization
- Ensure that program activities comply with all relevant legislation and professional standards
- Develop forms and records to document program activities
- Oversee the collection and maintenance of records on the clients of the program for statistical purposes according to the confidentiality/privacy policy of the organization

Staff the program

- In consultation with the President, recruit, interview and select well-qualified program staff
- Implement the human resources policies, procedures and practices of the organization
- Ensure that personnel files for the program are properly maintained and kept confidential
- Establish and implement a performance management process for all program staff
- Engage volunteers for appropriate program activities using established volunteer management practices
- Ensure that all program staff receive an appropriate orientation to the organization and the programs

Lead the program

- Ensure all staff members receive orientation and appropriate training in accordance with organizational standards
- Supervise program staff by providing direction, input and feedback
- Communicate with clients and other stakeholders to gain community support for the program and to solicit input to improve the program
- Liaise with other managers to ensure the effective and efficient program delivery
- Coordinate the delivery of services among different program activities to increase effectiveness and efficiency

Control the program

- Write reports on the program for management and for funders
- Communicate with funders as outlined in funding agreements
- Ensure that the program operate within the approved budget
- Monitor and approve all budgeted program expenditures
- Monitor cash flow projections and report actual cash flow and variance to the President on a regular basis (monthly/bimonthly)
- Manage all project funds according to established accounting policies and procedures
- Ensure that all financial records for the program are up to date



- Ensure financial reports and supporting documentation for funders are prepared as outlined in funding agreements
- Provide required information to have invoices generated and submitted to funders according to the established timelines
- Identify and evaluate the risks associated with program activities and take appropriate action to control the risks
- Monitor the program activities on a regular basis and conduct an annual evaluation according to the program evaluation framework
- Report evaluation findings to the President and recommend changes to enhance the program, as appropriate

Minimum Qualifications/Experiences

Education: University degree in business administration, development studies and a related subject/field.

Knowledge, skills and abilities

- Knowledge of program coordination and management
- Knowledge of client groups and/or issues related to the program area

Proficiency in the use of computers for:

- Word processing
- Simple accounting
- Databases
- Spreadsheets
- E-mail
- Internet

Personal characteristics

The Program Manager should demonstrate competence in some or all of the following:

- **Behave Ethically:** Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.



- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Experience

- 3 to 5 years' experience in a related field
- Experience working with other local NGOs, communities, and Government line ministries;
- Basic financial management and business skills;
- Experience working with on religious, ethnic, cultural, and political issues;
- Familiarity with South Sudan is an advantage;
- Proficient in local languages is an added advantage;
- Demonstrated ability to work independently and in partnership with various actors

Working Conditions

- Program Managers usually work in an office environment but the mission of the organization may sometimes take them to nonstandard workplaces.
- Program Managers work a standard work week but may be required to work some evenings and weekends to monitor program activities.

APPLICATION PROCESS, HOW TO APPLY AND REQUIREMENTS

Applications for this vacancy should include i) a motivation letter explaining your interest in the post and ii) how you meet the required competencies and include:

- I. Name, address and contact details
- II. Current mobile number and e-mail address
- III. Summarized Curriculum vitae
- IV. Application letter and brief summaries of experience or qualifications
- V. Three referees, their addresses, e-mail, telephone contacts
- VI. Photocopies of academic certificates and other professional accreditations
- VII. Photocopies of National Certificate, National ID or Passport

Bring your application to SALF Office situated at Bilpam Road, Opp. Medan Rambo Block IV; Plot # 12, Kuwait Area Juba, South Sudan. E-mail: salf2000@hotmail.com and Not later than 27th September, 2019. For any queries about office location please reach to us via these cellphone #s: +211 924 602 665 or +211 921 720 045

Address your application letter: *Human Resource Officer, SALF Juba Office*

Only short listed candidates will be contacted

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