

JOB ADVERTISEMENT

Job Position: Area manager
Date of publication: 6th August 2019
Number of Positions Available: 01
Weekly hours: 40

Deadline for applications: 20th August 2019
Place of work: Yei field site

Approved.



OBJECTIVES OF THE POST

Under the management of the Country Director based in Juba, the Area Manager is responsible for the effective management of Humanity & Inclusion Yei field office, including project portfolio implementation, partnership management, donor management, administrative management, logistics support, security coordination and representation. In this framework, the main duties will be:-

- Provision of routine support and guidance to project teams on project cycle management, proposal development and constantly monitors the context to ensure programing is relevant and responsive to priority needs
- The Area Manager is responsible in ensuring that all targets are met by staff across all key management areas of operation, programme, administrative, human resource and finance, including correct follow-up of project, administrative, logistics and procurement aspects of the project.
- The Area Manager is responsible for representing HI externally at the area level, including with local authorities, donors, clusters, technical working groups, with other agencies as well as with beneficiaries.
- The Area Manager ensures a strong line of communications between HI's Area office and HI capital office in Juba, seeking Juba program direction and input on important programmatic and operational issues in a timely manner.
- The Area Manager provides strong oversight of security management of the HI team and ensures all safety and security measures, including contingency plans and standard operating procedures, are in place and well understood and observed by all staff.
- Regularly report on the above activities (statistics, review monthly objectives, etc.) as per requested by the Project Managers, Operations coordinator, Administrative coordinator, Logistics coordinator, the program director and the technical advisor.

MAIN TASKS OF THE AREA MANAGER

1. Coordination

- 1.1 Be the focal point for Yei field office project, administrative and logistic concerns.
- 1.2 Organise and attend field level weekly departmental, monthly coordination and HR meetings.
- 1.3 Context analysis: Ensure HI has an up-to-date understanding of the Yei State socio-economic situation, trends, needs and gaps, and who does what and where (3W)
- 1.4 Contributes towards the drafting, revision and implementation of operational strategy (stratop) within Yei scope by identifying new opportunities/sectors of intervention, consolidation and stabilization of HI programming, Support the CD to conduct local donor scoping exercises and develop programme-led fundraising strategies
- 1.5 Collaborate with coordination team in the preparation of project proposals with quantification of needs to be incorporated in the proposals.
- 1.6 Provide leadership in identifying and facilitating opportunities for relationship building with key local donors, government offices, UN agencies and other NGOs.
- 1.7 Responsible for the control and analysis of expenditures related to project, administrative and logistic means.
- 1.8 Ensure HI's mission, values, and the Programme objectives are communicated amongst project staff and facilitate input from project staff in the strategic planning process

2. Team management

- 2.1 Responsible for the Human Resources management of Yei field office team including supporting recruitment, job description definition, individual support, appraisals, supervision, execution of team work plans and schedule, briefings on HI mission, values, policies and objectives and their individual responsibilities in upholding these standards and policies), etc.).
- 2.1 Responsible for the identification of training need and training opportunities of Yei field office staff, which include coaching and in-house training
- 2.2 Propose relevant adaptation of the organizational chart and job descriptions for the Yei field office.
- 2.3 Ensure that your team has a correct knowledge and compliance with the internal rules and regulations, especially with the ethics dispositions regarding respect of the beneficiaries. conflicts resolution including disciplinary measures if necessary according to the internal regulation and in collaboration with Programme Director and Administrative Coordinator.
- 2.4 Organize regular weekly and monthly staff meeting.
- 2.5 Ensure conflicts resolution within your team and inform your line manager.

3. Programme Development and Implementation

- 3.1 Provide leadership in Yei level Programme need assessments, Contextual analysis, gaps Analysis and development of new projects in collaboration with Project Managers and coordinators.
- 3.2 Coordinate and control the implementation of planned projects and programmes – in line with the programme/projects implementation guidelines.
- 3.3 Analyse and timely resolve issues such as appropriate planning, procurement, procedural mismanagement, that have the potential to jeopardize performance and/or ability to meet agreed upon programme deliverables
- 3.4 Manage the support services activities at field level, in collaboration with the support department managers.
- 3.5 Responsible for the specification and forecast of needed means (finance, logistics, HR, security and admin) of the Yei field office, planning and management of the field office budget lines, Follow up of efficient cash flow management and the logistics aspects (quotations and purchasing process, follow up of means of transportation and communication.
- 3.6 Ensure proper project asset, stock and procurement management
- 3.7 Conduct frequent field visits to project sites to assess activities to ensure efficient use of resources and advise Project Managers to adapt projects according to monitoring and evaluation findings

4. Programme Compliance and Safety

- 4.1 Responsible for security management for the project team in all Yei project areas, including writing and updating the location-specific Security Plan with support from PD and Logistics Coordinator, conducting staff briefings on, security context, individual and collective responsibilities for safety management and security and ensuring incidents are reported,
- 4.2 Analyse the security context at Yei State level and contribute to defining, analysing and evaluating risks
- 4.3 Engage with relevant key stakeholders at area level to ensure access and support of interventions
- 4.4 Participation in Yei Security meetings and Engage with relevant key security stakeholders, and transfer the information to whom it may concern (PM, Country Director, FSO other bases ...),

5. Networking, positioning and general representation

- 4.5 Participate in donor meetings Yei state level and communicate relevant information to the Country Director and other relevant staff;
- 4.6 Establish, maintain and improve active and regular working relationships with other NGOs, UN agencies, clusters, working groups, consortia, etc. at area level ensuring maximum visibility of HI
- 4.7 Establish, maintain, and improve active and regular working relationships with local authorities and where necessary non-state actors and obtain required authorizations and buy-in for HI's activities at area level

6. Reporting

- Weekly Situation Report
- Monthly Project and Security Report and Ad Hoc reports (frequency depending on the situation)
- Monthly and quarterly logistic inventories report
- Monthly consumption follow ups

PROFILE SOUGHT

	Essential	Desired
<u>Diploma(s) :</u>	- University Degree in a relevant field such as International Relations, Development studies, sociology, Logistics and/or Administration	
<u>Experience (type and length of experience required)</u>	- At least 4 years of previous work experience in a high management position - Extensive project management experience (management, planning, staff development and training skills) in emergency and/or development programmes - Familiarity and knowledge of finance, logistics and administration.	- Previous coordination experience (Field, Project, Admin, Log) - Experience in promoting community participation in programme design, implementation and evaluation
<u>Competencies (knowledge, capacities required for the post, see guidelines on post-related capacities) :</u>	- Fluent in English - Team Management - Excellent team building skills - Excellent organisational and management skills capacity to achieve tangible results on time - Strong negotiation and interpersonal skills, and flexibility in cultural and organizational terms	<ul style="list-style-type: none"> ● Base management skills preferred ● Training capacity & real interest in building staff capacity. ● Knowledge of local language and/or Yei State experience an asset
<u>Personal qualities :</u>	- Excellent communication skills - Ability to work independently and as a member of a team - Flexibility	<ul style="list-style-type: none"> ●

At Humanity & Inclusion, we believe and are committed to the safeguarding and protection of children and vulnerable people in our work. Any candidate offered a job with HI will be vetted and obligated to know, sign and abide to the PSEA-H, Child protection, anti-fraud, bribery and corruption policies, code of conduct and staff regulation as an appendix to their contract of employment.

Note: This job description is not exhausted and the staff member may be asked from time to time to perform duties over and above those described here. The staff member is also expected to maintain confidentiality of all beneficiaries and internal information at all times.

As an employee of Humanity and Inclusion, all staff is required to guard against any abuse of authority. In no circumstances should he/she profit from his/her situation in order to divert assistance from its final destination or obtain favors of any nature (notably sexual).

The employee must show respect and consideration towards his/her contacts (beneficiaries, partners, colleagues...), with particular attention for people in vulnerable situations. In no

circumstances should he/she commit an act or adopt behavior liable to injure one of his/her contacts either physically or psychologically, or cause him/her harm of any sort

HOW TO APPLY

Qualified candidates are invited to submit their applications (CV and Cover letter- clearly state the address, contact information and position applied for) before 5:00 PM on 20th August 2019 through email or physically to:

HR/Admin Department,
Humanity & Inclusion
Yei Office South Sudan,
Email to: recruitment@southsudan.hi.org.

Name of the position applied for must be written on the email subject or on the envelope

Application documents, once deposited will not be returned to applicants. Applicants are advised not to include any original documents in their application. Federation HI will not be held responsible for the loss of such documents.

Due to the expected volume of applicants, only shortlisted candidates will be contacted. If you have not heard from the employer in two weeks from the closure date of this Vacancy Notice please consider your application as unsuccessful.

Humanity & Inclusion is a leader in disability inclusion and particularly welcomes applications from female and male qualified candidates with disabilities. Please feel free to indicate in the application if you have a disability. You don't have to disclose the nature of disability.

Thank you