



Munuki SDA Compound  
P.O Box 247  
Juba, South Sudan

## JOB READVERTIZEMENT

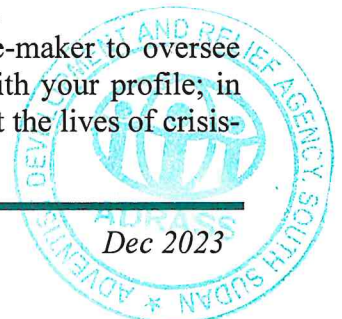
<b>Job Title:</b>	<b>EMERGENCY PROGRAM MANAGER</b>
<b>Job Location:</b>	Central Office – Juba (80%) and field (20%)
<b>Direct Supervisor:</b>	Programs & Planning Director
<b>Type of Contract:</b>	Fixed term
<b>Duration:</b>	1 year with a possibility of extension depending on availability of funding and performance
<b>Closing date:</b>	<b>15<sup>th</sup> Feb 2024 at 5:00pm South Sudan time</b>

### INTRODUCTION:

ADRA is the international humanitarian wing of the Seventh-day Adventist Church, operating in more than 130 countries worldwide, helping to restore the safety, education, food security, economic well-being, and health of people devastated by conflicts and disasters. We are registered by the Relief and Rehabilitation Commission of the Republic of South Sudan. ADRA delivers relief and development assistance to individuals, regardless of ethnicity, political affiliation, or religious association. As an international network driven by a desire to serve humanity so all may live as God intended, ADRA employees deliver lasting impact by restoring safety, dignity, and hope to affected communities.

For over 37 years, the ADRA South Sudan country program has been dedicated to providing life-saving and developmental services that empower vulnerable communities, intending to make a difference in individuals' lives in one of the most challenging contexts in the world. In close collaboration with national, state, and county governments, community networks, and partner NGOs, ADRA implements programs in four thematic areas: Education; Health with a focus on primary health care, HIV/AIDS and reproductive health; Emergency Response and protection, and Livelihood integrating; Agriculture, economic empowerment and gender and WASH in 3 states, i.e., Upper Nile, Warrap and Eastern Equatoria. ADRA South Sudan responds to emergencies such as flooding, refugee return and IDPs, inter-communal conflict, and disease outbreaks.

ADRA South Sudan seeks a solutions-driven, results-oriented, motivated change-maker to oversee its emergency and protection sector. Suppose the above description resonates with your profile; in that case, you are the most needed to join ADRA South Sudan to positively impact the lives of crisis-affected communities for a better future.



## SCOPE

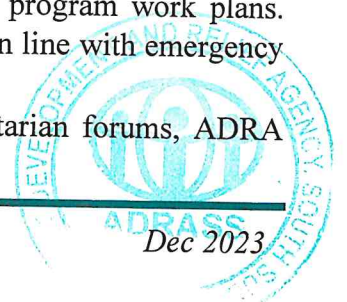
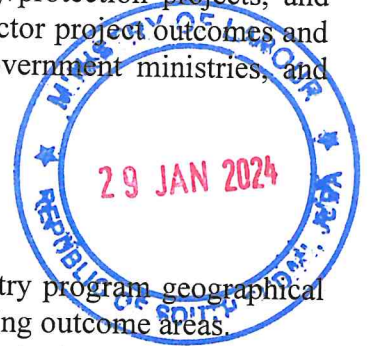
The Emergency Program Manager (EMP) is responsible for implementing high-quality, timely, and innovative emergency sector programs in close coordination and collaboration with the project managers and emergency response team (ERT) in the various field locations. The role has a particular focus on driving Emergency sector implementation with special attention to translating Emergency program quality standards into actions, enabling the sector integration plans, developing business continuity plans in coordination with ADRA South Sudan management, and supporting timely and real-time emergency response in geographic areas in line with the response plan and priority areas. S/he will ensure timely and effective emergency response planning, resource mobilization, budgeting, quality reports, effective delivery of emergency/protection projects, and coordination with key stakeholders. The EMP will focus on Emergency sector project outcomes and beneficiary responsiveness and represent ADRA in relevant clusters, government ministries, and other implementing partners during emergency response.

## RESPONSIBILITIES

### **Emergency Sector Programme Implementation.**

Serving as a member of the Emergency Team in South Sudan in the country program geographical coverage and strategically driving humanitarian programming in the following outcome areas.

- Develop emergency management response plan based on the humanitarian country needs as referenced by UNOCHA plan and outline specific business continuity plan that will ensure ADRA South Sudan is well positioned in humanitarian assistance.
- Take the lead in developing Emergency sector and project work plans with clear objectives and achievement benchmarks that link long-term and short-term priorities.
- Ensure alignment of Emergency sector and project work plans with the ADRA Network and ADRA South Sudan Country strategic framework.
- Coordinate with the finance department and support project managers to ensure sound budget development and oversight through adequate financial management tools, including regular review of budget burn rate.
- Ensure proper coordination with the procurement department for timely response and accountability for tracking emergency commodity utilization.
- Coordinate with the HR department to ensure timely recruitment and deployment of the emergency response team and provide overall oversight during the emergency response phase.
- Supervision of emergency response project teams, ensuring effective utilization of resources (human, financial, equipment, infrastructure).
- Facilitate and actively participate in joint supervision visits with the donors and ADRA management team.
- Coordinate high-level reporting on emergency projects and response implementation in collaboration with the MEAL department and ensure that donor reports produced by the project team effectively demonstrate the impact of the project and comply with the reporting timelines.
- Ensure emergency sector coordination for better nexus programming with other ADRA South Sudan sectors where there are other cross-cutting themes.
- Work with the emergency response team to effect this according to program work plans. Foster project integration among ADRA SS sectors and with partners in line with emergency sector programmatic needs and donor commitments.
- Take the lead in planning and organizing clusters and other humanitarian forums, ADRA participation, and contribution.





## **Business Development**

- Lead the field-level proposal development process with the emergency project and response teams, conducting a final review in collaboration with Meal, sector leads, program, operations, finance, and HR departments.
- Ensure high quality and accuracy of proposals, coordinating and consolidating operational, technical, and strategy input.
- Engagement with key stakeholders, UN, donors, government line ministries, ADRA network, and other potential funders under the Program Director and senior management's guidance.
- Represent ADRA South Sudan with potential humanitarian donors and cluster system, including accompanying strategic donors on field site visits.

## **Partnerships**

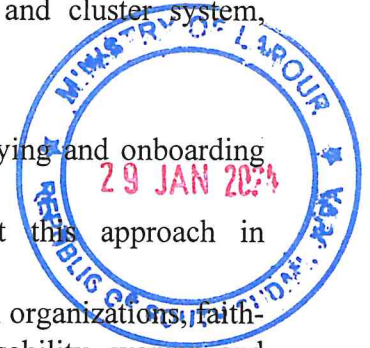
- Contribute to achieving goals related to partnerships, including identifying and onboarding Strategic Partners to implement emergency projects.
- Adhere, model ADRA values related to partnerships, and adopt this approach in implementing emergency projects in all project locations.
- Enable development and maintenance of strategic partnerships with local organizations, faith-based organizations, civil societies, organizations of persons with Disability, women and Youth organizations, and local leaders.
- Support the partnerships team to address any program implementation challenges in the field.
- Regularly report on progress on partner implementation and work with the field project teams to coordinate partnership activities.

## **Representation and Advocacy**

- In coordination with the emergency sector project managers and field coordinators (where applicable), actively develop and maintain effective working relationships with stakeholders, including local leaders, government actors, relevant clusters, UN agencies, international and local NGOs, and other relevant actors to foster advocacy on service gaps based on assessments.
- Liaise with relevant national government ministries, donors, NGOs, and other operational partners by attending coordination meetings, consultations, and other forums.
- In coordination with the project managers, organize for and facilitate donor and other stakeholder visits, supporting staff in the smooth design and running of field visits, including the development of program updates.
- Identify areas of emergency programming that need advocacy and share with the senior management clusters and donors.

## **Monitoring, Evaluation, Accountability & Learning**

- Facilitate internal and external monitoring of emergency sector implementation, ensuring the project managers adhere to work plans and adapt to evolving situations.
- Together with the Emergency sector project managers and M&E manager, support monthly sector performance reviews and analysis, ensuring translation to progress analysis and adaptation.
- Together with the MEAL team, align planned assessments with emergency sector and project needs.
- Contribute to implementing and analyzing all assessments and surveys to produce quality assessment reports.
- Lead in organizing and conducting sector-specific integrated supportive supervision of all ADRA emergency sector projects.



- Review and input to the quarterly and annual reports
- Enhance the use of Project and Sector Indicator Dashboards and other MEAL-related technology by the field emergency teams for emergency sector implementation.
- Coordinate with the emergency sector project managers and MEAL team to ensure beneficiary complaints and feedback are reflected in program implementation and used strategically to adapt programming and ADRA SS policies as applicable.

### **Staff Management and Development**

- Coach emergency sector project managers/team in project implementation and quality report writing to strengthen their program management capacity, exchange knowledge within the team, and provide professional development guidance.
- Supervise and mentor Emergency sector project managers, including communicating clear expectations, setting performance objectives, providing regular and timely performance feedback, and providing documents for semi-annual performance reviews.
- Promote and monitor Emergency sector staff care and well-being; approve and manage project managers' and emergency team leave requests in coordination with the HR department to ensure adequate coverage.
- Lead and model successful adherence to ADRA Safeguarding and other Policies and Procedures.

### **South Sudan Country Strategic Program Management**

- Participate and contribute to South Sudan program strategy, including PROCOM and sector objective revision processes.
- Stay updated on new ADRA Network priorities, policies, or process updates and ensure ADRA senior management is informed of any changes.

### **Working Relationships**

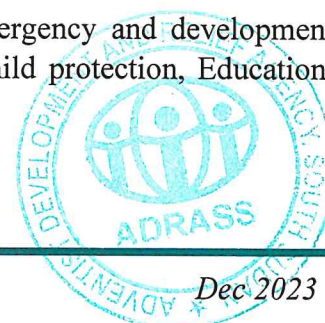
- **The Position Reports** to the Program and Planning Director
- **Position directly supervises:** Emergency Sector Project Managers
- **Collaboration:** Strong collaboration is expected with other sector leads, food security and livelihoods, education, PROCOM and ADCOM Members, and other ADRA South Sudan departments.

### **Commitment to Safeguarding policies, Gender, Equality, Diversity, and Inclusion:**

ADRA is committed to creating a diverse, inclusive, respectful, and safe work environment where all persons are treated fairly, with dignity and respect; hence, we have **Zero Tolerance to Sexual Exploitation and Abuse**. ADRA expressly prohibits and will not tolerate discrimination, harassment, retaliation, or bullying of ADRA staff and persons associated with the organization in any work setting. We aim to increase the representation and protection of women and persons with disability who are often marginalized.

### **MINIMUM QUALIFICATIONS:**

- Master's degree or equivalent experience at a senior management level in Emergency Management, Social Work, Psychology, Development Studies, or any technical studies related to the job
- Trained in emergency response and experience in managing emergency and development programs, including emergency response, Gender, general and child protection, Education, women empowerment, economic empowerment, etc





- Should possess at least five years of experience in humanitarian and emergency work, including managing humanitarian relief and emergency programs in areas affected by large-scale displacements due to conflict and related service gaps.
- Demonstrated experience in supervising and mentoring staff and with a solid commitment to staff capacity development; Demonstrated qualities of leadership, sensitivity to cultural settings, communication skills, dedication, and sound judgment.
- Knowledge and experience of government and cluster systems
- Aptitude to adapt to a different context regarding security, culture, climate, or health issues, demonstrated by experience outside of country of origin.
- Demonstrated attention to detail, ability to follow procedures, meet deadlines, and work independently and cooperatively with team members.
- Fluency in English, in addition to superior writing/editing and budget skills
- Good communicator with strong organizational, time management, and analytical leadership skills
- Excellent inter-personal, cultural, networking, and diplomatic skills
- Working in a non-governmental organization will be an added advantage.

**INSTRUCTIONS FOR APPLICATIONS:**

All application should be submitted to [jobs@adrasouthsudan.org](mailto:jobs@adrasouthsudan.org). You may also send hard copy application addressed to HR Manager ADRA South Sudan P.O BOX 247 Juba C/O SDA Church Compound Munuki. Qualified female South Sudanese nationals are highly encouraged to apply.

**Note:**

1. A CV of 4 pages or less coupled with a one-page cover letter is required with Telephone contact details.
2. Fill in the attached application and send together with your application
3. Relevant **copies (NOT ORIGINALS)** of certificates and testimonials
4. Only Shortlisted candidates will be invited for interviews.

***Standards of Professional Conduct:***

*ADRA staff must adhere to the values and principles outlined in the Safeguarding policy, including the Code of Conduct. ADRA enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding and Anti-fraud,*

**ADRA South Sudan is an equal-opportunity employer; women are highly encouraged to apply for this position. This position is open to national and international applicants.**

