



External and Internal Vacancy Announcement - AADO

Job title/Position	Senior Program Manager
Working hours per week	40 hours
Reports to	Executive Director
Employment start date	ASAP
Reporting to position	Gender & Protection Coordinator, FSL Project Manager & MEAL Manager
Location	Juba
Closing deadline	2 nd December 2022
Number of positions	One

Introduction

Across Africa Development organisation (AADO) is a Women led national organisation working in most of the states of South Sudan, in the themes of Gender and Protection, Food Security and Livelihoods, Education, women Empowerment, and looking at Health as well, and we are dedicated to work with the communities at this pivotal time. Across Africa Development organisation (AADO) is a 'dual mandate' organisation and as such equal priority will be given to both humanitarian and development work. This is the only way we are able to ensure that some of the fundamental rights that we believe women have, such as survival, safety and constant access to protection and empowerment, can be guaranteed.

Job Purpose

The purpose of the Senior Program manager (SPM) is to coordinate all programme and project activities, achieve programme objectives, mobilize resources and represent AADO's programs with relevant donors and coordination forums. The SPM is part of the senior management team at the country office and has overall responsibility for the strategic development of the programme and fundraising. The SPM plays a key role in quality assurance and smooth implementation of the entire programme.

The Senior Program Manager is responsible for the country strategic direction of the Across Africa Development Organization program. As a member of the Senior Management Team (SMT), this position has direct accountability to AADO's Executive Director, and works with the rest of the SMT in aligning the AADO's vision with the emergent realities that confront the world's disenfranchised through a programme that makes a humanitarian impact within our communities in South Sudan.

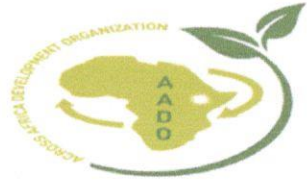
The Senior Program Manager is to provide technical guidance and support to the Program team in all aspects of project programming, ensuring alignment with the country strategies and annual plans to ensure timely interventions.

S/he will have the responsibility for management of the programme team, delegates work and ensures that policies, formats, procedures and systems are known and implemented correctly.

Key accountabilities

- 1.0 Programme development and project planning, implementation and finalisation
- Overall responsible for the timely implementation of the Programme in accordance with the AADO Programme and Project guidelines.
 - Ensure that all programme employees have the necessary knowledge and training about policies, Programme & Project procedures and donor requirements for all donors funding AADO.
 - Support and supervise project employees in country programme and project planning, implementation and finalisation. Special attention is given to crosscutting commitments and development of the humanitarian response.
 - Take lead in developing AADO's program portfolio in South Sudan through high quality humanitarian programs, external representation and strategic engagement with key donors.
 - Ensure collaboration with other department heads, employees in programme/project planning, monitoring, reporting and capacity building. Quality assurance of key programme/project documents such as Project reports, and the annual report before submitting to Executive Director.
 - Supervise project employees and ensure the quality in project planning and approval, including chairing the project committee meetings.





- Ensure overview and monitoring of the project portfolio against programme strategy and AADO's program commitments including CHS commitments. Provide feedback to Executive on issues relating to program Policies.
 - Build strong synergies and collaboration between departments to build quality and consistency in the overall Country Programme. When and where needed, provide technical and managerial support to these programs.
 - Facilitate regular meetings, reflections, consultations between country office and field offices.
- 2.0 Fundraising/New funding sources
- Under authority of the Executive Director (ED), lead fundraising efforts i.e. ensure that the programme team prepare relevant background documents and strong concept notes/project proposals. Review and develop, where needed, country office fundraising strategy.
 - In close cooperation with the fund raising team, lead the programme team in developing innovative and relevant project ideas/concepts which respond to community needs and donor interests/requirements.
 - Support programme staff in fundraising initiatives, ensuring contact to relevant units and when relevant staff in other field offices.
- 3.0 Networking, Advocacy and lobby
- Actively participate in relevant networks, including participating in the various Cluster system, link with donor's advocacy.
 - Support to the Executive Director on programme matters in relation to contact to existing and potential donors such as DanChurchAid (DCA), Diakonie Katastropheilfe (DKH), Christian Aid (CA), UNESO and other organisations.
- 4.0 Programme Budget/ Financial management
- With input from Head of Finance & Admin (HoFA) and relevant Finance and Grants Officers (FGO), ensure programme/project budget consumption is on track, regularly updated and reflect strategic programme decisions.
 - Monitor programme financial consumption in collaboration with programme staff and FGO.
 - Assist the Executive Director in making strategic programmatic and financial decisions based on input from programme staff and HoFA/FGO
- 5.0 Management Team member
- Directly lead, manage and motivate staff in the program unit and ensure that they have clear work plans and performance management is integrated in day to work activities.
 - Assess and identify gaps on the capacity of finance staff and propose training and capacity building as required.
 - Member of the country office senior management team and acting executive director when delegated.
 - Under supervision by the ED, develop and define strategic directions through inputs to the strategies, policies and annual planning.
 - Suggest possible improvements in the effectiveness and efficiency of internal quality and control systems.
 - The SPM has a central role in the organizational development, innovation and strategic vision for the office and the partner portfolio.
- 6.0 Support Programme forecast preparation process
- Coordinate with programme teams and other departments to ensure that six weeks or more forecast is maintained
 - Ensure that the forecast is supported by a work plan and a specific budget.
 - Oversee the monitoring of the forecasts against expenditures.
- 7.0 Training and staff capacity building
- With the support from the HR/Admin department organise training on the programmatic systems to both program staff and non-program staff
 - Capacity builds other program staff to be able to use AADO systems and apply them during project implementations.
- 8.0 other responsibilities
- Carry out the responsibilities of the role in a way which reflects Across Africa Development organisation (AADO)'s commitment to safeguard children in accordance with the Child Protection Policy.
 - Any other duties as may be assigned by the Executive Director.





Working Contact

External: Donors, suppliers, consultants, contractors, and local authorities

Internal: Programme team, Area Management team, Roving staff, and Finance and admin staff, etc.

Person specification:

Essential

- At least five years' managerial and leadership experience in Programmes with at least three years in a senior or top programme role;
- Extensive experience managing major donor relationships and networks;
- Fluent knowledge of English
- Experience working with USAID, DANIDA, EU, DKH, an advantage;
- Experience in cash transfer programming, VSLA, Food Security and Livelihood, Education, Gender and protection, WASH and Health activities an advantage.
- Proven background in drafting successful humanitarian / CT proposals;
- Master's degree or Degree in relevant field.

Desirable:

- Prior work experience in a high-profile crisis or conflict setting

Application Procedure:

Qualified national persons with the required skills are invited to submit their applications accompanied by detailed professional resume and cover letter as a single document i.e. with the cover letter being on the first page and the CV starting on the second page or separately, detailing three work related referees and contacts to human resources department aadossd.hr.recruitment@gmail.com before 5:00 PM on December 2, 2022 with the subject line Admin & HR Assistant. Alternatively, you can submit hard copy of your applications in English, together with copies of updated CV, cover letter, academic documents, National ID card and three references with their contacts to Across Africa Organization office allocated opposite Ani pass Pharmacy on Gudele road, about 500 meters from the main road. It is near the administrative office for Upper Nile University.

