



JOB ADVERT

Job Title:	PROJECT MANAGER – EMERGENCY AND RECOVERY PROJECT, ULANG (LDS FUNDED)
Qualifications:	Minimum of a Bachelor’s Degree in Agriculture or any qualification related to Food Security and Livelihoods.
Experience:	At least 4 years work experience managing or project team leading, preferably in humanitarian agencies with a bias towards humanitarian work and/or food production.
Job Location:	Upper Nile – Ulang County
Direct Supervisor:	FSL Adviser

Job Summary: This is a Middle level management role to ensure that ADRA’s Emergency and Recovery Project’s implementation, monitoring, reporting and accountability are executed as per its design. The incumbent will maintain ADRA’s programming standards while providing necessary leadership, technical assistance and capacity building to project staff as well as to relevant stakeholders.

Areas of focus include planning, implementation, logistics, reporting and accountability, of the commodity program including non-food items (NFI) where there may be need.

Duties & Responsibilities:

1. Work with project staff to ensure the smooth and efficient operations of the Emergency and Recovery Project.
2. Work with logistics and accountant in following ADRA procurement procedures to ensure that project supplies, and needs are procured in time.
3. As a budget holder, monitor budget expenditure and approve it in line with the donor expectations.
4. Provide technical support to the teams to ensure that staff have adequate capacity to fully perform their duties.
5. Work with staff and counterparts in the identification of needs and design innovations that address them.
6. Assist in proposal development for Food Security projects and any other as may be required.
7. Ensure beneficiaries receive their entitlements with satisfaction, efficiently and timely.
8. Attend coordination meetings at State level and ensure stakeholder involvement in programming.
9. Design training for staff and beneficiary capacity building.
10. Come with innovations and best practices related to food security and document them.
11. Ensure that all reports are ready by their due dates whether weekly, monthly, quarterly and end of project and are submitted to the FSL Adviser and the Donor as per given timeline.
12. Hold monthly post distribution lessons learnt meetings with staff to identify problems, receive / provide feedback to improve the way ADRA handles and accounts for distributions.
13. Carryout any other duty as may be assigned by the supervisor.



Performance Indicators:

1. Meet at least 80% of project work plan indicators.
2. Complete at least 80% of planned field activities.
3. Ensure timely submission of all reports.
4. Ensure budget expenditure is not over or under utilized
5. Time management
6. Team work and developing others
7. Interpersonal and communication skills

Other Valued Criteria:

1. Willingness and flexibility to work as the leader of a team.
2. Social and cultural understanding.
3. Computer literate with good working knowledge of word processing, Excel spreadsheets and email software programs. .
4. Fluent in spoken and written English required.
5. Excellent written and verbal communication and interpersonal skills.
6. Planning and organizing.
7. Technical and analytical skills

Instructions for applications:

All application shall be addressed to HR Units – ADRA South Sudan P. O. Box 247 Juba C/O SDA Compound in Munuki.

A CV of 4 pages less coupled with a one cover letter is acceptable.

Should you be interested, please send your CV and cover letter to jobs@adrasouthsudan.org

Hard copies applications and copies of certificates can be delivered at the above address.

Deadline for submission is 09/06/2020.

Note: Due to the volume of applications being received, the recruitment panel will be reviewing applications upon receiving, and shortlisting will be done as we receive the applications

