



YSAT
EMPOWERING YOUTH
GENERATIONS

Youth Social Advocacy Team
Plot NO.112. Juba Nabari street
Near Turkish Embbassy, In
Tongping
Juba-South Sudan

YSAT - South Sudan Country Program

Email: info@youthsat.org
Website: www.youthsat.org
<https://www.facebook.com/YSATUGANDA>

Call for Applications YSAT/JUBA/CFA2024/003

Title:	Head of Programs
Duty Station:	Juba Country Office
Grade:	Y1.1
Reports to:	Executive Director
Position Open Date:	19 th / Jan /2024
Closing Date:	8th /Feb/2024
Expected Start Date:	As Soon As Possible
Contract Duration:	10 Months (possible extension)
Budget Responsibilities:	Country Program Budget



YSAT is a Youth-led National NGO with a Mission to Promote Peaceful Communities by tackling barriers to education, hunger, and root causes of violent conflicts for displaced communities. We envision a self-sustained and Violence-free Communities.

YSAT was initiated in 2016 as an advocacy platform for raising voices of Displaced communities in Northern Uganda because of Occurrences of violent conflicts instigated by Hate and inter communal violence, Refugees limited access to Higher Education, Rights and Skills development services, limited participation of displaced communities in the Humanitarian Aid response – case of 2014 Influx of the South Sudanese Refugees in Northern Uganda,

YSAT is registered in South Sudan as a National NGO with Relief and Rehabilitation Commission (RRC) Reg No. 2407.

Responsibilities, Tasks and Duties:

The following employee's responsibilities, tasks and duties are detailed herein as the Main Job Descriptions applicable to this post:

Strategic Leadership and Representation

- Provide overall strategic and technical leadership, oversight and guidance on program strategy, direction, and implementation in the South Sudan country office.
- To supervise sectoral Project Managers (Education, Protection, FSL), Project Managers for Specific projects, Departmental leads in M&E, Gender, Inclusion and Advocacy Focal Persons).
- Lead program integration, creating a one program approach and team culture for sharper impact of YSAT's work.
- Initiate, coordinate and lead Uganda programs, ensuring it delivers on YSAT's vision and objectives, championing the innovative ways of working envisioned in YSAT's Strategic Vision.
- Provide unique guidance, inspiration, innovation and influence internally in YSAT, and externally on donors' approach and value addition.
- Represents YSAT in Settlement Coordination Meetings, Inter-Agency Coordination Meetings, Localization meetings, and various National level forums including NGO Forum.

Program Design, Development, Management and Quality Control.

- Lead the design, development, planning, budgeting, and implementation of the Program Strategy.



- ❑ Leads the design and development process of new projects, together with Head of Departments, program and field staff and right holders, in alignment with YSAT's priorities and strategies.
- ❑ Supports the implementation of the Country Strategic Plan 2021-2025. And Operational Plan 2024
- ❑ Ensures program compliance with donor management and reporting standards including oversight of program narrative reporting.
- ❑ Supports the development and implementation of appropriate M&E and centralized data collection systems.
- ❑ Develops and implements internal mechanisms for institutional learning, quality control and programmatic integration.
- ❑ Ensures programs meet Minimum Standards, in alignment with externally recognized best practices.
- ❑ Continually reviews program performance to ensure that objectives are met according to program plans, log frames and agreements, and conducts regular program review meetings.
- ❑ Participate fully in the annual budget process, leading the program budgeting process, and provide ongoing oversight and management of program budgets.
- ❑ Provides oversight of program budgets, forecasts, and expenditures, ensuring spending is closely monitored and aligned to workplans, in collaboration with the Finance Department.
- ❑ Conducts new assessment visits to new areas of our operations within South Sudan, as required based on operational areas as per our Permit.
- ❑ Prepare and present High-quality Institutional Reports (Quarterly, Bi-Annual and Annual Narrative and Financial) to Organization Management Team.



Donor Outreach, Engagement, And Partnership Management (Resource Mobilization).

- ❑ Manages and develops in-country donor relationships and overall donor engagement strategies with support from Executive Director and the SMT.
- ❑ Develops and supports institutional fundraising strategies in accordance with YSAT resource Mobilization strategy eg writing concept notes, proposals and ensuring equal participation of the team in the resource's mobilization.
- ❑ Collaborates with the Executive Director to establish long term growth strategy for each of current, new, and prospective Partners, Donors in and outside South Sudan.
- ❑ Actively develops potential programmatic relationships with INGOs and local partners in South Sudan Response.
- ❑ Oversees the development of detailed funding proposals and budgets, liaising with in-country and external donors as required in co-ordination with the Senior Management Team.

People management and development.

- ❑ Train and build the capacity of program and field staff on program design, development, and implementation, as needed.
- ❑ Effective supervision, motivation, performance management and direct line management of Project Managers and any other relevant program staff.
- ❑ Manage the program team to deliver on the program strategy, providing leadership and guidance and ensuring that the management of the team is in line with YSAT's HR policies and procedures.
- ❑ The Head of Programmes with support from HR, will manage the life cycle of individuals within the team from pre-recruitment to exit, including performance management processes, and working with HR on issues such as disciplinary matters.



- Ensure that staff members are given opportunities for development and training, as discussed, and agreed, and provide support to the capacity building planning for programme positions.
- Ensure an efficient and relevant staffing structure and lead structural change processes when necessary. Build a high-performance culture among the program team.

Desired Qualifications/Skills/Experiences:

- Masters/Bachelor's degree in development studies, Agricultural Economics, Rural Development, and an equivalent demonstrable experience in relevant fields.
- Minimum 5 years senior management experience of complex emergency response and early recovery programs with program leadership responsibilities.
- Strong technical skills in livelihoods are desirable, or a specialization in at least one of YSAT's program areas.
- Demonstrated ability to think strategically, prioritize, and meet deadlines in a complex and challenging environment.
- A proven track record in initiating, cultivating, and securing support from a range of institutional and government donor agencies.
- Strong influencing skills: ability to establish and maintain good working relationships with partners, donors and other stakeholders in a sensitive environment.
- Experience of monitoring and evaluation methodologies, tools, and systems.
- Excellent English writing ability and verbal skills for project proposals, reports, and communications.
- The ability and willingness to be flexible and accommodating in a challenging and insecure working environment.
- Excellent interpersonal skills.
- Ability to solve problems and work with minimal supervision.
- Ability to work well with diverse teams from all backgrounds and levels.

Personal Competencies:

- Competency in Microsoft Excel, Word, PowerPoint
- Team player with ability to multi-task.
- Ability to meet deadlines and cope with pressing timelines.
- Stress & Time management skills
- Experience working in Refugee Settings
- Experience working with National Local and NGOs leading Program Roles
- Excellent communication skills including the ability to prepare reports,
- Ability to manage diverse team of different cultural backgrounds.
- Ability to work with minimum supervision and take initiative.
- Ability to solve problems and take corrective action.

Note: All gross misconducts including suspected Fraud, SEA against Persons of Concern, code of conduct, and performance related conducts by the Staff, are subject to disciplinary actions including direct dismissal.

Work Relationship:

Internal (within YSAT Office)	External (Outside Office)
YSAT Project teams	(RRC, Local leaders, Youth and women.)
YSAT HDs	
YSAT SMT	All Our Partners
	Other stakeholders at State level



APPLICATION PROCESS

Submit your soft copy application, an updated Curriculum Vitae/Resume and 2 referees with copies of your academic documents **ELECTRONICALLY** to the Human Resource Office via: admin@youthsat.org

Or

Drop **Hard copy applications** and CVs/Resume to **YSAT South Sudan Office** in Juba,
Youth Social Advocacy Team
Plot NO.112. Juba Nabari street,
down from American Residence Road
Near Turkish Embbassy, In Tongping
Juba - South Sudan.

Deadline for receiving applications is Thursday 8th of February/ 2024 at 05:00PM (CAT)
YSAT is an equal opportunity Employer, guided by our Diversity Principle and Core Values, we don't discriminate on gender, ethnicity, religion, geographical background, or political affiliation. This position is open to **South Sudanese Nationals only** who have Competent and Working experiences in the Related field.

Qualified female candidates are STRONGLY encouraged to apply.

YSAT-Uganda is committed to Zero Tolerance for Fraud & Sexual Exploitation and Abuse (SEA) while providing Humanitarian Response, No Applicant should be required to pay for our services including application for job opportunity, please report any suspected misconduct to: complaintsfeedback@youthsat.org

Please note:

1. *Only selected applicants will be contacted to take part in the next steps of the recruitment process. No confirmation of receipt of your application will be provided.*
2. **Due to the urgency in filling the position, applications may be reviewed on rolling basis.**
3. *Submitted copies of academic documents will NOT be returned to the applicant after reviewing them.*
4. Please note incomplete applications **will not be considered** for shortlisting.

Humanitarian Services are Free!!

