

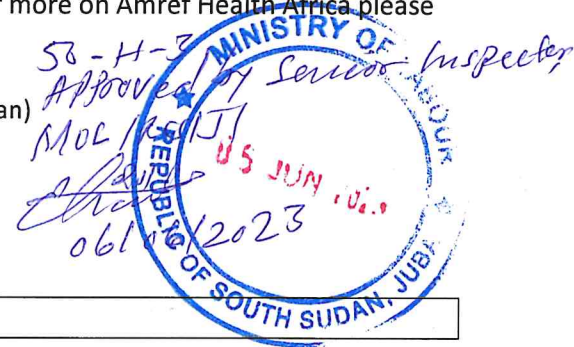


VACANCY ANNOUNCEMENT: PROGRAM MANAGER/LOT COORDINATOR – HPF LOT 19

Amref Health Africa is the largest International Health Development Organization based in Africa. With Headquarters in Kenya, Amref Health Africa has offices in Ethiopia, Uganda, South Sudan, Kenya, Tanzania, Southern Africa and Western Africa providing services to over 30 countries.

Working with and through African Communities, Health Systems and Governments, Amref Health Africa aims to close the gap that prevents people from accessing their basic right to health. Amref Health Africa is committed to improving the health of people in Africa by increasing sustainable health access to communities in Africa through solutions in human resources for health, health service delivery, and investments in health. Our Vision is Lasting Health Change in Africa. For more on Amref Health Africa please visit www.amref.org

Location: Greater Tonj (in Warrap State, South Sudan)
Contract duration: 9 months
Start date of contract: 15th of July 2023
Closing date for applications: 25th of June 2023



Duties and Responsibilities

Aims and General Characteristics

The Program Manager/Lot Coordinator is responsible for the overall management of the projects funded by the Health Pooled Fund aiming at supporting the County Health System through Health System Strengthening in order to ensure effective integration with Primary and Secondary Care as well as Nutrition Services. The PM/Lot Coordinator shall guarantee proper harmonization of project activities and their financial and administrative management according to the procedures decided by Amref Health Africa South Sudan and by the contracts signed by the Donors. He/she reports directly to the Head of Programs for the planning of the activities and for the preparation of the budget and cooperates with the Nutrition Program Manager, AICS Program Manager and Technical Officer for technical and operational supervision and monitoring of the Lot (Lot 19).

Here below the details of main tasks assigned to the Program Manager/Lot Coordinator grouped by management areas:

Project management and implementation:

- Oversee the projects implementation at the County Level liaising with the technical, operational, M&E and procurement teams and all counterparts to ensure the compliance of the project's work plans.
- Ensure the design and updating of detailed work plans and reporting formats of the projects following the donors and Amref Health Africa South Sudan requirements and in strict coordination with the different teams.
- Monitor and report on the implementation – output, timeline, finance, and quality – of the projects, and recommend solutions to both the technical and administrative supervisors where required.
- Ensure the correct utilization of the budget of all projects implemented in his area of competence, the allocation of expenses to the proper budget lines consistently with the official documents and donor rules.





- Prepare and regularly update Amref Health Africa South Sudan administrative tools (monthly purchase requisition form, revision of BFU, procurement plan, fund request, cash control and reconciliation, etc.) in strict coordination with the dedicated Administrative Staff at field and Juba level.
- Communicate and coordinate with Head of Programs on updates, bottlenecks rising during the implementation of the projects for appropriate resolution.
- Ensure the finalization of the interim and final financial reports following the procedure agreed.
- Ensure the capitalization of the experiences made during the project and cooperate in the sharing of the identified best practices.
- Ensure the development of new and similar project proposals through the elaboration of assessment and the collection, evaluation and analysis of health data in line with Amref Health Africa South Sudan's Country Strategy.

Representation:

- Represent Amref Health Africa South Sudan in the working relationship with the counterparts at local, County and State levels in order to ensure a smooth implementation of the project.

Logistic and procurement management

- Oversee the procurement of goods and services and supervise LMDs according to AHA-SS and Donors' procedures, supported by the Procurement and Logistics Coordinator, Sr. Field Logistician and Medical Logistician.
- Prepare, monitor and implement financial and procurement plan
- Prepare weekly/monthly liquidity plan
- Approval of all purchases/contracting and budget line allocations
- Verify on a weekly basis the bookkeeping entries in the AHA-SS Self-help: verify budget line allocations, budget expenditure status against actual delivery and the financial plan for the remainder project implementation period
- Ensure for all purchases/contracting of goods/services/supplies follow the correct AHA-SS procurement guidelines and are properly documented, in close coordination with the administration and logistics department
- Verify the list of expenditures prior to finalizing the monthly, interim and final financial reports
- Hold final responsibility for verification of all support documents' completeness and correctness
- Ensures the general management of the field offices when necessary.

Human Resources

- Manage and support the local team(s) for Surgical, Mobile Clinics (when needed), Health System and Nutrition (when needed) that are involved in the Lot.
- Participate in the recruitment and appraisal of staff and consultants, if any, involved in the projects.
- Provide professional development and training to staff and assign roles in project implementation.
- Manage safety issues in collaboration with the Nutrition Program Manager, AICS Program Manager and the Country Security Officer as well as the Head of Programs/HPF Program Manager in Juba.

Communication and Fund raising:

- Support and accompanies missions by HQ and other national/regional technical staff whose purpose is to create awareness of the activities undertaken by the Organization.





- Support of Communications, Press Team, Business Development and the Fundraising Teams by providing information (videos, photographs, texts) to promote the organisation's activities; if needed, support and accompany journalists or other interested individuals on visits.

Job profile

Requirements

- Relevant academic background, post graduate studies in Public Health is a strong asset
- At least 5 years' progressive experience within the humanitarian sector dealing with health services delivery, health system strengthening as well as addressing malnutrition through CMAM, strengthening of local capacities and community-based interventions.
- At least 3 to 4 years of relevant working experience in project management within the humanitarian sector (experience in managing FCDO, AICS, WFP, Unicef and SSHF funded projects is a strong asset).
- At least 3 to 4 years' experience in managing staff and overseeing their work (experience in Warrap State is considered a strong asset).
- Experience with implementing other sector activities (e.g. wash, livelihoods support or community-driven programs) would be seen as an advantage.
- Experience in South Sudan and/or in other African countries is a strong asset
- Good understanding of HR, Financial Procedures & Administration Policies and Logistics
- Strong team management skills
- High level of autonomy and initiative
- Ability to prioritize, meet deadlines and achieve results through internal and external collaboration
- Strong representation skills with strong interpersonal and intercultural skills
- Strong writing and reporting skills is a must.
- Motivation to work in a volatile and unsecure environment and ability to work under high pressure
- High ability to adapt to very rural contexts where there are poor living conditions
- Computer proficient, especially in MS Office with MS Excel a **must**.
- English mandatory (oral and written)

Application Procedure:

Please visit our website <https://amref.org/vacancies/> to submit your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include an updated CV including three work related referees and a cover letter addressed to the Human Resource & Operations Department, Amref Health Africa. The closing date for submitting applications is June 25th, 2023.

Amref Health Africa is committed to the principles of safeguarding at the workplace and does not tolerate any form of abuse, discrimination or harassment.

Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Amref Health Africa is an equal opportunity and has a non-smoking environment policy.

