



## Vacancy Announcement

Organization	Africa Development Aid (ADA)
Position/title	FSL Programme Manager - South Sudanese national only
Reporting to	Reports to the Head of Programme
Programme duty station	Juba, the Capital of South with frequent travel to the field
Work with	HR & Admin Manager and Finance departments
Duration	Six (6) Months with possibility for extension depending on funding and performance
Number of vacant	(01)
Date of the advert	Friday 10 <sup>th</sup> Jan, 2022
Starting date	Applications will be reviewed on rolling basis.



### I.O. Organizational Context:

Established in 2012, Africa Development Aid (ADA) is an expanding and vibrant South Sudanese Humanitarian and Development National NGO operating in Upper Nile, Jonglei, Unity, Eastern and Central Equatoria States. At ADA, we work with vulnerable communities to realize their full potentials and build resilience to create environments in which local population can thrive. We work to prevent and overcome situations that adversely affect community well-being by reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming.

For the past 8 years ADA has strengthened rural livelihoods through Food Security & Livelihoods, environmental awareness training, S/NFIs and WASH, Peace building, access to justice for women and human rights, child protection and Education. ADA has had enormous humanitarian projects in pursuit of a peaceful, self-reliant, and improved future. Our past and current donor portfolio includes the IDP, CARITAS Germany, ZDA, SSHF, CAFOD, Christian Aid, Tearfund, and EU among other strategic and potential partners. ADA is a vibrant and dynamic humanitarian & Development national non-governmental organization experiencing steady growth and building experience in working with communities in the most remote area across the country. ADA offers sound employment conditions with opportunities for personal growth and career development.

Motivated by the Motto: "Secure Health People in Safe Environment" Africa Development Aid is committed to promoting community awareness on water borne diseases particularly during this flood disaster and beyond. In addition to promoting sustainable economic and social development by working with local communities through relief and development activities. ADA aim to help the needy regardless of their race, political affiliation, creed or gender. In this regard, Africa Development Aid, South Sudan programme is looking for a motivated, experienced and talented candidate to fill the position of "FSL Programme Manager" to manage and implement all ADA's FSL related projects in South Sudan.

Under the supervision of the Head of Programme, the FSL Programme Manager, will support FSL programming including training of FSL Project officers, FSL Extension workers, Farmers' groups among others in addition to project design and proposal development, donor reporting in complete adherence to donor's requirement and ADA standard of reporting. The FSL Programme Manager shall ensure that projects plans are in place and kept updated as per the



objectives of the project and in accordance Strategic Plan 2018 - 2022; and that gender mainstreamings are reflected in the project for inclusion purposes.

## 2.0. Summary of Job description

The FSL Program Manager (PM) is responsible for running and supervising Food Security & Livelihoods programs of Africa Development Aid and shall by the virtue of this assignment conduct assessments, design and write project proposal, prepare implementation reports, manage all staff under this department in addition to fundraising responsibility. The incumbent shall also manage all the stages of project cycle in order to guarantee smooth track of activities implementation in accordance with the program objectives and outcomes within the contextual constraints.

Besides the forgoing responsibilities, the Food Security & Livelihoods Programme Manager is responsible for leading and managing all the projects related to livelihoods and Nutrition in South Sudan with the overall operational goal of creating/improving opportunities for the conflict affected urban/rural families to re-establish sustainable livelihoods & Nutritional related challenges through a community recovery approach. You will proactively participate in the strategic development and delivery of an integrated livelihoods & Nutritional recovery programme combining livelihoods and nutrition to create a resilient sustainable community.

**3.0. The objectives of this position are;** To create and enhance ADA's relationships with UN agencies as priority by engaging cluster's leads by demonstrating professional and technical competence as well working hand in hand with the other international Non-Governmental Organizations as well as NNGOs across the board.

## 4.0 The general duties of the employee will be as follows;

- To abide by all grant regulations imposed on ADA IF applicable to an assigned project and agree to be bound by ADA's policies and procedures.
- To abide by all regulations stipulated in Human Resource Policy.
- To carry out all duties under your responsibilities.
- To accurately complete and submit timesheet verification of all pay periods worked.
- To carry out any duty (ies) and responsibilities assigned by the employee's direct supervisor.
- To maintain confidentiality on matters or information pertaining to ADA that should not be disseminated whether within or without.



## 4.1. Job description; Duties and responsibilities

1. Design and manage delivery of ADA integrated livelihoods programme.
2. Development of programme and project proposals including all documentation methodologies, log frames and defining implementation procedures.
3. Work towards effective, timely and quality implementation of the emergency Livelihoods & Nutrition programme according to developed plan.
4. Detailed project work planning, budgeting and financial management processes using best practice tools and approaches.
5. Participate in health and nutrition forum, combine with food security & Livelihoods assessments as required.
6. Take lead in the collection of information regarding the overall health and nutrition situation and needs of the IDPs and the Host communities in the context of Food Security & Livelihoods.
7. Assist in organizing and implementing awareness sessions for IDPs and the host community on the issues related to Food and Nutrition among children, pregnant and lactating mothers and communities at large.
8. Work directly in the field with children, youth, families and other stakeholders of the project location. You are assign to, ensuring that information and support provided to beneficiaries is appropriate and reaching the most vulnerable.



9. Design, in conjunction with other programme sector managers a community mobilisation strategy for the integrated community programme approach.
10. Comply with Africa Development Aid policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.
11. Identification and development of transparent beneficiary vulnerability criteria and manage selection procedures.
12. Establishment and management of programme indicators for monitoring and evaluation of project achievements against targets and providing detailed reporting to management, partners and donors.
13. Identification and management of a secure cash grant payment delivery system. Provision of recommendations for changes as needed.
14. Ensuring that appropriate systems and methodologies for beneficiary accountability are in place including programme monitoring tools and formats, and a complaints mechanism.
15. Identification and development of partnerships with organisations, training institutions for trainings around small business development, micro-credit, financial planning etc. and on inclusive approaches.
16. Coordination and cooperation with support services to fulfil all administrative actions necessary to deliver the programme and meet project accountability needs.
17. Representation of the ADA livelihoods programme at movement and sector coordination meetings and forums.
18. Development of the livelihoods team providing leadership, management, training and capacity building as necessary.
19. Maintain rigorous reporting to guarantee the smooth operation of the programme.
20. Development of working relationships with partners
21. Ensuring the Support and cooperation with other ADA sectors in issues related to FSL, health and nutrition.
22. Documentation and dissemination of approaches and lessons learned for development of future integrated urban/rural humanitarian responses.
23. The Food Security, Livelihoods & Nutrition Roving Officer shall at all times accompany the ED in to lobbying meeting and negotiations of partnerships and budgets.
24. SWs reporting to the cluster timely,
25. Prepare FSL and Nutrition reports on timely basis
26. Attend the cluster meetings for both clusters of FSL and Nutrition
27. Can do any other duty that may be delegated by the supervisor.

**5.0. The general duties of the employee will be as follows;**

- To abide by all grant regulations imposed on ADA, if applicable to an assigned project, and agreement bound by ADA's policies and procedures.
- To abide by all the regulations stipulated in the HR Policies.
- To carry out all the duties under your responsibilities.
- To accurately complete and submit a timesheet verification of all pay period worked.
- To carry out other duties and responsibilities assigned by employee's direct supervisor.
- To maintain confidentiality on matters or information pertaining to ADA that should not be disseminated within or without.

**5.1. Specific responsibilities of the employee;**

- Write project proposal independently and raise fund for the department
- Work in a collaborative manner with partners/donors and initiate or attend meetings where funding opportunities are discussed.
- Draw a comprehensive work plan that outline in details all key activities and the implementation time frame
- Keep track of the project indicators to inform the Monitoring, Evaluation and Learning





- Be responsible for the performance management of the staff under FSL department including preparation and submission of timesheet which is submitted every month and performance appraisal or performance report which is conducted biannually
- Partake in annual audit by ensuring that all accountability and supporting documents for each activity is kept and shown as evidence during the audit. .
- Maintain and monitor effective filing for all the project documents both electronics and hard copies for easy reference
- Manage department staff leave and attendance for performance management
- Coordinate with sub-offices particularly the field basis to ensure there is adequate flow of information during the implementation.
- Do any other task (s) or assignments as may be delegated by the Supervisor or his/her designee

#### **6.0. Key Qualifications and Competencies:**

- Minimum university degree from a recognized university in Economics, Business including practical experience in drilling and water treatment techniques
- A minimum of Five (05) years working in FSL particularly in humanitarian context
- Ability to develop a compelling FSL project proposal
- Fluency in English and Arabic
- Knowledge of South Sudan Humanitarian Fund Cluster's procedures and reporting;
- Refined training and facilitation skills, especially in cross-cultural environments;
- Proven abilities in managing successful community-based projects;
- General understanding of project management and monitoring techniques;
- Proven analytical, problem-solving skills and comfortable working under minimal supervision;
- Energetic and motivated skills in community mobilization, training, and team-building;
- Highly organized, efficient, and able to meet key deadlines;
- Highly developed inter-personal skills/inter-cultural sensitivity;
- Proficient in typing, MS-Word, Microsoft Excel, Power Point Presentation and email/internet programs; and
- Must have excellent oral and written communication skills.



#### **7.0. Personnel Skills:**

- Strong verbal communication & writing skills
- Viewed as a person of integrity in the community
- Ability to mobilize the communities with aim to make the local authority and traditional leaders and their subjects understand key issues pertaining the importance of Food Security & Livelihoods and how important it is to the life of the communities
- Ability to work closely and effectively with clusters and government partners
- Strong inter personnel skills & ability to communicate effectively in both English, Arabic and ability to speak local languages used by the indigenous of the selected project location
- Diplomacy tact and negotiation skills
- Ability to work under stress



### 8.0. Desirable

- Knowledge of Humanitarian Accountability Principles
- Experience of working in humanitarian with EU or with EU funded project, USAID, INGOs/NNGOs or Government agencies in the same capacity.
- Be conversant with South Sudan FSL cluster's procedures
- Willing to travel and work in the field where project activities are being implemented
- Knowledge of local language is an added advantage
- Have strong sense of accountability to both beneficiaries and the donors
- Must have a good working skills of the basic computer packages (Microsoft words, excel and PowerPoint)
- Strong communication skills at a level appropriate for high level external representation and ability to tailor communications to different audiences
- Be willing to work in a team environment, travel and stay overnight at project site

### 9.0. Attitudes

- Proactive and takes initiative.
- Flexibility
- Reporting experience, problem solving and diplomatic skills
- Respect when dealing with others.
- Ability to solve complex mathematical and other coding problems including algorithms
- Identify him/herself with the mission, vision and values of ADA
- Multi-tasking

10. This is a challenging opportunity for a dedicated and highly motivated professional. Please submit your application to **HR & Admin Department** or send through [hr.adadevelopment@gmail.com](mailto:hr.adadevelopment@gmail.com) or bring hardcopies of your updated CV with valid contacts of three referees, letter of application and academic credentials in sealed envelope to ADA Office in Thongpiny, Theo Road, opp. Medair Country Office. Or call **+211916222249** for direction. Clearly quote the position in the application letter.

**ADA is an equal opportunity employer. However, this position is only for South Sudanese nationals**

Deadline for this advert is Thursday the 27<sup>th</sup> Jan 2022 by 4:30PM

**Female candidates are strongly encouraged to apply!**

