

JOB DESCRIPTION – PROGRAM COORDINATOR:

TITLE:	Head of Programs (Programs Coordinator)
LOCATION:	Juba
REPORTS TO:	Country Director
LEVEL:	Senior Management Team (SMT)
DEADLINE:	21 st July – 7 th August 2020

SCOPE OF WORK

1. Responsible for the strategic development and management of LiveWell's programs.
2. Supports LiveWell's impact at Field, State and National level through ensuring program alignment to the key strategic objectives and program standards.
3. Supports resource mobilization necessary to deliver LiveWell's South Sudan programs

SPECIFIC ROLES & RESPONSIBILITIES

A. Strategic, leadership and representation - 30%

- Provide overall strategic and technical leadership in the design, development, planning, budgeting, and implementation of the Program Strategy.
- To supervise sectoral Managers (Health, WASH, Nutrition, Protection, FSL), Project Managers for Specific project, M & E Focal Persons).
- Lead program integration, creating a one program approach and team culture for sharper impact of LiveWell's work
- Shaping future of LiveWell through the execution and design of LiveWell's Strategic Goals.
- Initiate, coordinate and lead LiveWell's programming, ensuring it delivers on LiveWell's vision and objectives and championing the innovative ways of working envisioned in LiveWell's development/humanitarian strategy.
- Providing thought leadership internally in LiveWell, and externally on donors' approach and value-add
- Represent LiveWell in key external platforms and the media
- Manage LiveWell's relationships with various stake holders, participating in states, and regional initiatives
- Participate fully in the annual budget process, leading the program budgeting process, and provide ongoing oversight and management of program budgets

B. Lead program development and delivery - 50%

- Ensures the delivery of a program with demonstrable impact and is accountable for overall program quality and learning.
- Develop, implement and embed, a knowledge management system, that will ensure the sharing of knowledge across the program in South Sudan
- Oversees the development of program and project improvement plans, to ensure effective and timely implementation of the projects and program

- Working closely with the fund managers, identify opportunities for funding to ensure the financial sustainability of country program of LiveWell in South Sudan.
- Directs and coordinates field program engagement
- Building and developing an approach to program quality, knowledge production and dissemination.
- Developing learning and knowledge management on programs and encouraging innovation across LiveWell projects
- Ensuring good levels of affiliate engagement in programming through meeting affiliates' needs in donor reporting, marketing, involvement in country strategy and making use of affiliate knowledge and subject expertise.
- Managing and developing LiveWell's institutional funding strategy including significantly increasing income from new donors.
- Leading, embedding and using Monitoring, Evaluation and Learning and Social Accountability work.

C. People management and development - 20%

- Providing high quality leadership and support to Project Managers, project officers and Field Coordinators.
- 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 LiveWell'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.

QUALIFICATIONS AND OTHER REQUIREMENTS

- Must be a Certified PMP (Programme Management & Planning)
- S/he must have Master's Degree in Public Health or health services management, Population health or humanitarian studies with Bachelor of Medicine & Bachelor of Surgery or BSc. Public Health, Nursing etc.
- The candidate must have skills in Proposal writing, projects management, Conflict resolution, Change management, Team formation & Management, Negotiation & Delegation, Risk Management, Communication, Stakeholder engagement and management, business acumen skills, Information analysis, Decision Making
- S/he must have experts' skills in M & E tools for programming and monitoring process.
- Must be a South Sudanese.
- **Female candidates are strongly encourage to apply**

APPLICATION PROCESS

- ❖ Apply using a cover letter, up-to-date CV and scanned authenticated academics documents, including details of your current remuneration and salary expectations to: hr@live-wel.org, info@live-wel.org, copy livesouthsudan@gmail.com, or hard copies addressed to: **Recruitment Officer, LiveWell Head Office, Tongping Area, Plot #64**

