



Mundul
Compound
P.O Box 247
Juba, South Sudan

JOB ADVERT

Job Title:	Civil Society Manager
Qualification:	Master Level education in a relevant field such as Human Rights, organizational management, Education, Community Development or social sciences.
Experience:	At least 5 years' experience in Education Project Management in South Sudan or in a similar context of challenging working environment
Job Location:	Juba, with frequent travels to EES & Upper Nile States
Project Locations	Maiwut and Nasir Counties in Upper Nile, Terekeka in Central Equatoria, Budi, Kapoeta North and Kapoeta South in Eastern Equatoria States, South Sudan
Key Relationships and management responsibilities:	Education Technical Advisor, Civil Society Manager, MEAL Manager, GESI Officers, Project Accountant & Education Officers.
Contract Duration:	1 year with possibility of extension dependent on performance
Reporting to:	Education Technical Advisor

Closing date: 7th June, 2024 at 5:00pm South Sudan time

Introduction: The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is “**To serve humanity so all may live as God intended**”. ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan’s thematic areas are health, education, food security and livelihood and emergency response.

ADRA’s Motto: *Justice. Compassion. Love*

ADRA’s Values: *Courageous. Compassionate. Connected*

THE ASPIRE PROJECT:

The ASPIRE project aims to bridge education gaps for 47,018 children and youth and enhance resilience through partnerships with civil society and system level support in South Sudan. It is responsive to issues arising from conflicts, insecurity, gender inequality, poverty, climate change, food insecurity, youth unemployment, high out-of-school and dropout rates, and low teaching quality, and contributes towards building peaceful, resilient, and prosperous communities in Central Equatoria, Eastern Equatoria and Upper Nile States.



Goal: The ASPIRE project goal is that *inclusive education supported by strengthened civil society and delivered through strengthened institutions contributes to building peaceful, resilient, and prosperous communities.*

The ASPIRE project has four (4) main components

- Inclusive access to quality education
- Livelihood and food security in education including climate smart agriculture
- Advocacy and civil society strengthening on issues of education
- Partnership and collaboration with various stakeholders



The project manager therefore will contribute to these key components ensuring that s/he establish a team to work with communities to achieve these outcomes.

JOB PURPOSE:

The Civil Society Manager is responsible for planning, overseeing and leading projects from initiation through to completion. ADRA South Sudan is looking for a dynamic candidate to develop and oversee the implementation of the ASPIRE implementation strategy. This is a senior role at an organization and requires interaction with a range of internal and external stakeholders, most often managing several components of project parts simultaneously.

ROLES AND RESPONSIBILITIES:

The Civil Society Manager is an essential driver for the success of Civil Society and Advocacy output. S/he is responsible for the planning and implementation of the civil society and advocacy component of the ASPIRE project. The key roles and responsibilities are described below.

1. Develop key areas of strategic engagement

- Map and assess the civil society organizations' capacity in the project locations across South Sudan, with a specific focus on organizations working on education, advocacy, peace building and gender and social inclusion initiatives- including strengths, constraints and opportunities
- Further develop ASPIRE and ADRA South Sudan partnerships strategy and approach
- Identify collaboration and networking opportunities and develop working strategies
- Identify key areas where ADRA SS is uniquely placed to contribute to technical and organizational strengthening of CSOs.
- Identify and develop opportunities to facilitate civil society collaboration with other education stakeholders and actors.
- Identify and develop opportunities to facilitate engagement between civil society and other stakeholders such as local authorities

2. Oversee learning and provide representation

- In a consultative manner, build and share evidence and learning on topics relevant for strengthening South Sudani civil society
- Identify key needs and opportunities for policy and advocacy work related to South Sudani CSOs

3. Further develop partnerships

- Further develop the process of identification and selection of partners



- Ensure the partnership agreements are in line with ADRA's procedures
 - Ensure the partnership relationship reflects ADRA's partnership strategy and approach
- 4. Support CSO organizational and technical capacity building**
- Further adapt and develop where needed the capacity assessments/organizational aspirations tools and methodology
 - Oversee the development of capacity building planning tools and approach
 - Ensure that individual capacity building plans are in place
 - Identify suitable in-country and in-region sources of advice and support for CSOs and facilitate engagement with these sources as appropriate
 - Provide direct capacity building support in areas of ADRA's expertise, through accompaniment or leading/facilitating workshops and trainings
- 5. Oversee the small grants for CSOs approach**
- Develop the small granting funding aim, approach and mechanism in a collaborative manner,
 - Develop grant management processes and tools according to donor regulations in collaboration with the organizational development team
 - Facilitate the creation of a learning, innovative and collaborative environment
- 6. Support civil society collaboration and networking**
- Oversee the implementation of activities supporting civil society collaboration and networking
 - Facilitate, where appropriate the development of joint actions and initiatives emerging from CSO collaboration and network
 - Support learning and reflection on CSO collaboration and networking opportunities and challenges
- 7. Project and manage the CSO related programme components**
- Oversee the overall delivery of the CSO engagement project activities and ensure contractual compliance
 - Provide leadership to the CSO engagement programme staff in planning and project implementation, and ensure quality control systems are in place
 - Line manage CSO programme staff, including monitoring performance and supporting development
 - Take responsibility for the overall financial management of the CSO engagement budget
 - Ensure a monitoring and evaluation plan is in place for programme activities
 - Provide narrative reporting for donors as necessary
- 8. Contribute to wider strategy and programme development**
- Participate and contribute to regular communications, progress reviews and strategic planning with other programme staff to identify areas of collaboration
 - Work in close collaboration with the PM and Education coordinator organizational development team in the development of all programmatic approaches
 - In collaboration with other South Sudan staff, contribute to the implementation of the South Sudan Country strategy and the development of annual strategic objectives.



PERSON SPECIFICATION

Knowledge

- Knowledge of the civil society landscape and advocacy in South Sudan
- An understanding of CSO partnership and capacity building strategies and approaches
- An understanding of CSOs, organizations of persons with Disabilities, community conflicts, peacebuilding including organizational governance issues in South Sudan, including conflict dynamics and actors, key social and advocacy issues, peacebuilding/conflict prevention measures, and the role of regional and local actors
- Good understanding of issues around education, gender, disability and social inclusion especially organizations of persons with disabilities is an asset

Experience

- Grounded experience of working in partnership with national NGOs and civil society organizations
- Experience in managing programs aimed at strengthening the organizational and institutional capacity building of civil society organizations including organizations of persons with disabilities and women groups
- Experience of working with networks
- Experience working in South Sudan
- Strong ability and interest in monitoring, evaluation and learning for development and conflict transformation; including facilitating research

Skills and qualifications

- Previous experience in the humanitarian field, proposals development, grants management and donor relations are required
- Knowledge of the humanitarian aid system and ability to understand the civil society context in South Sudan
- External representation skills
- Ability to coordinate and manage a team
- Teamwork and team building skills, capacity building skills
- Ability to work independently and creatively in a multicultural context
- Strong oral and written communication skills, analytical skills
- Ability to work efficiently under pressure
- Previous field experience is required.

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 sites reports.
4. Time management
5. Skills transferred to the other staff and gained skills from other colleagues

INSTRUCTIONS FOR APPLICATIONS:

Interested candidates who meet the above qualification and experience for this position, can submit their application and copies of academic credentials together with Employment application form addressed to; jobs@adrasouthsudan.org.



copying The Education Advisor at sebit@adrasouthsudan.org or hand deliver to ADRA South Sudan Office located at the Seventh-Day Adventist Church Compound, Kuwait Estate Road along Munuki Bilpham Road. Due to the urgency of the position, shortlist will be done on a rolling basis. Qualified female South Sudanese nationals are highly encouraged to apply.

STANDARDS OF PROFESSIONAL CONDUCT:

- *ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.*
- *ADRA South Sudan is an equal-opportunity employer; women are highly encouraged to apply for this position.*

