



Peace Winds Japan
Plot No. 22 Block A&B
East Nimra Talata 3rd Class
UAP Equatoria Tower 9th floor
Hai Neem, Juba, Central Equatoria State, South Sudan
Email: pwj.ssd.recruit@gmail.com
<http://www.peace-winds.org/en/>

2nd April 2024

JOB ADVERT

Position: Project Manager

Duty Station: South Sudan (Based in Juba with frequent field trips including Upper Nile, Northern Bhal Ghazar)

Period: Three (3) Months with a possibility of Extension

Direct Supervisor: Programme Coordinator

Job Overview:

Peace Winds Japan (Peace Winds) with funding from the Japan Platform is seeking to recruit a high experienced, skilled and detail-oriented Project Manager to join our team. The Project Manager will be responsible for supporting Programme Coordinator to successfully implementing WASH, Livelihood, and Protection projects by conducting field assessments, planning and implementing activities, providing technical inputs to deliver effective and efficient assistance in the fields, and regular and timely reporting. The staff will be required to engage in fund raising, networking and coordination, proposal development and Strategic planning to expand the operation of peace Winds in South Sudan.

The staff will also be required to adhere to all Peace Winds policies and procedures as well as security situations around the project sites, and to participate and assist in other Peace Winds activities as required. S/he will be expected to complete all tasks assigned by the Programme Coordinator, safely operating equipment, and working alongside other project members in the project planning, design, development, and evaluation.

To be successful as a candidate, one should be passionate about his/her humanitarian discipline and demonstrate strong logical and critical thinking skills. Outstanding candidate- should able to effectively motivate and enhance the capacity of trainees, write detailed reports, and ensure consistent quality assurance standards. S/he should also be able to diagnose problems and follow instructions in fast-paced environments.

Main Tasks and Responsibilities:

- Under supervision of the Programme Coordinator, the Project Manager will be responsible for designing and implementing projects by ensuring that the projects are implemented in a timely manner with quality. The assignment shall include but not limited to conducting surveys, assessments, supporting the selection of beneficiaries, planning and implementing trainings for instance, WASH, MHM, and GBV awareness, monitoring project progress and impacts, while monitoring safety at the field.
- Supervise –all projects’ activities and project staff (Project Officers, Assistant Project Officer and Protection Officer)and guide them effectively
- Leading and monitoring daily activities, and timely submitting reports to Programme Coordinator
- Coordinate with the local authority, stakeholders and partners at the field level in consultation with and under the supervision of the Programme Coordinator, for instance through participation in respective meetings.





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- Support to design and implement monitoring and evaluation plan for the project.
- Be responsible for project budget management in the field level and closely coordinating with Finance Department and Admin/Logistics Department.
- Report the progress status on daily/weekly basis and any issues/challenges on time to Program Coordinator.
- Carry out other duties as may be directed by the Programme Coordinator, in accordance with program requirement.

Requirements:

- A University degree in international studies, Project Planning and Management, Public Health, social science or related field
- Master degree will be an advantage
- At least 5 years of working experience in the humanitarian context.
- Knowledge and understanding of protection, GBV prevention and PSEA.
- Excellent computer literate (Word, Excel, PowerPoint).
- Proven experience in leading projects including remotely, especially WASH, Food, Livelihood, Protection and so on. Experience with other sectors is an advantage.
- Proven experience of successful project proposals, from Japan Platform, UNHCR, BPRM and other donors
- Proven experience of management of the project and budget funded by Japan Platform, UNHCR, BPRM and other donors
- Proven knowledge and skills on Monitoring and Evaluation ,analysis is an advantage
- Strong oral and written communication skills in English. Oral and written communication skills in Arabic is an advantage.
- Strong analytical, troubleshooting, problem-solving, and communication skills.
- Ability to follow instructions and to collaborate with others.
- Ability to organize tasks simultaneously and prioritize work.
- Honest, responsible and in good physical condition to meet the job's demands.
- Flexibility, ability to adjust hard living conditions where movement is limited, basic service is limited.
- Willingness to adhere to Peace Winds Japan's rules and guidelines.

Experience of working in South Sudan, Upper Nile State and Northern Bahr Ghazal is an asset.

Female candidates are highly encouraged to apply .

Working hours:

- Standard working hours according to Peace Winds Japan regulations and South Sudan Government Labour Laws
- A reasonable degree of flexibility is expected when and where required.





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How to Apply:

- Please submit in English, a current resume, including at least three references, with a cover letter (no more than two pages) to the Programme Coordinator, Peace Winds Japan, Juba Office (Plot No. 22 Block A&B, East Nimra Talata 3rd Class, UAP Equatoria Tower 9th floor) **OR** pwj.ssd.recruit@gmail.com
- Please Indicate/write on the Envelope at the Top Right-Hand Corner or the email title as "Project Manager (your name)"
- The application closing date is **29th April 2024 at 4:00pm** local time.

NOTE:

Peace Winds Japan **DOES NOT** solicit for money or **ANYTHING ELSE** in exchange for a Job.

Only shortlisted candidates will be contacted for interviews.

