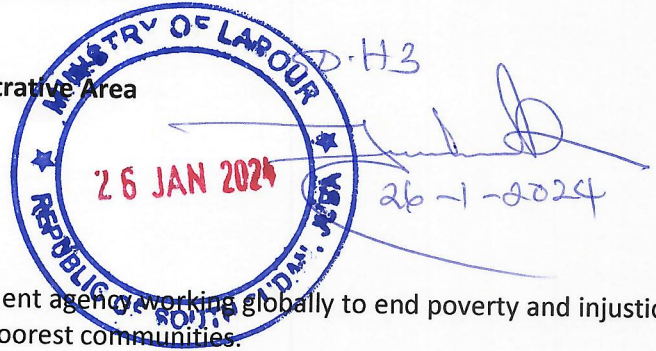


JOB ADVERTISEMENT

POSITION: Programme Manager
LOCATION: Pochalla-Greater Pibor Administrative Area
STARTING DATE: ASAP



Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

Our vision is to see all people freed from poverty, living transformed lives and reaching their God –given potential by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

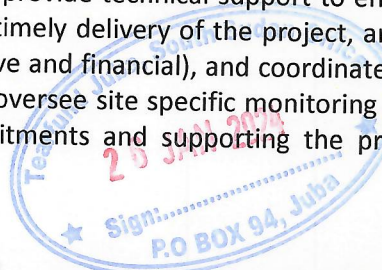
Tearfund South Sudan Programme is looking for a suitable **South Sudanese** candidate to fill in the position of **Programme Manager** to be based in **Pochalla, Greater Pibor Administrative Area**.

JOB OVERVIEW

As part of the Jonglei Programme Management Team, and under the direction of the Jonglei Area Coordinator, the Programme Manager will provide leadership and overall management of the (i) BMZ funded multi-year Triple Nexus project (ii) BHA funded multi sector project in Health, Nutrition, WASH, Agriculture Food Security;(iii) FSL and Livelihoods FAO funded project, (iv) Unicef & WFP Nutrition projects, and (v) any new projects approved for the Pochalla County. The Programme Manager will oversee Tearfund Partnership projects implemented by International and National partners in Pochalla and any other new projects that may come up in the area. The Programme manager will lead the teams to have CCT be the Key/centre of all project activities and work with Faith Based structures in Pochalla.

The Programme Manager is expected to develop and implement a strategic, long-term programmatic vision in collaboration with the County Government Departments to scale up programs and provide integrated services for affected populations. As a senior leader of the team, you will proactively manage security and mitigate security risks in target locations. This includes designing or updating safety, security and health plans and checklists periodically.

With the support of project teams, you will ensure coordination of all project activities, lead in the development of consolidated work plans, procurement plans, IPTT and provide technical support to ensure quality and effective program implementation. You will ensure quality and timely delivery of the project, and oversee sector specific delivery of outputs, including project reporting (narrative and financial), and coordinate with the project team to promote ongoing learning. The Program Manager will oversee site specific monitoring and evaluation of project activities; delivering quality and accountability commitments and supporting the production of internal and external narrative and financial reports.



The Programme Manager is the Tearfund representative at the County level and is expected to coordinate and manage all field related stakeholders ranging from County Authorities, Community Leadership and Humanitarian Actors.

POSITION IN THE ORGANIZATION

- Grade: 3
- Reports to the Area Coordinator
- Direct Reports: Line manage project implementation staff
- Dotted Line relationship with Sector Advisors
- Works closely with HR Manager, Logistics Manager and Finance Manager



TEARFUND'S CHRISTIAN CULTURE

- We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty, and transforming lives. As a Tearfund staff member you are expected to:-
- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values, and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

ORGANIZATIONAL REQUIREMENTS

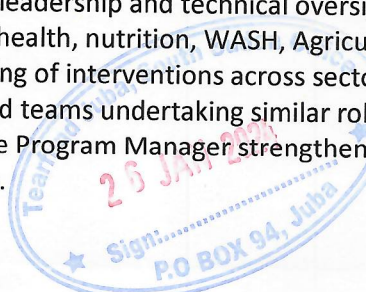
- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.
- The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:
 - To model Godly leadership in all aspects of character and conduct.
 - To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.
 - To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Beliefs statement.
 - To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.
 - To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
- The post-holder will be expected to behave in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.

Ensuring staff familiarity with Tearfund's mandate, values, Quality Standards, policies and programme objectives and their individual responsibilities in upholding these standards and policies.

KEY RESPONSIBILITIES

Programme Strategy

- The Programme Manager will provide strategic leadership and technical oversight to ensure the affected populations have inclusive access to life-saving health, nutrition, WASH, Agriculture Food Security, cross cutting protection risk mitigation through layering of interventions across sectors. You will actively coordinate with all other Tearfund programs and teams undertaking similar roles in other locations. In collaboration with sector Technical Advisors, the Program Manager strengthens Tearfund's added value and programmatic footprints in target locations.



- Ensure that Tearfund's purpose, values and the programme objectives are communicated amongst staff to create mutual understanding and ownership and facilitate input from staff in the strategic planning process.

Project/Programme Management

- Monitor the humanitarian situation in the project area, making detailed reports and within the agreed country programme strategy propose recommendations as part of the area management team regarding community needs, vulnerabilities/capacities and suggested responses
- In collaboration with community representatives, undertake detailed analysis and design appropriate project interventions to meet needs and strengthen local capacities
- Participate in project evaluations and assist in the analysis of results
- Coach and capacity build project staff across sectors in quality project cycle management including programme design, embedding Tearfund's Quality Standards, monitoring & evaluation.
- Participate in knowledge and information sharing within the programme. Identify, document and disseminate relevant project learning within the programme
- Ensures timely delivery of project by coordinating the team to plan, execute, report, and monitor achievement of project deliverables
- Develop and harmonise all project implementation plans with other consortium partners, support and monitor the delivery of the plans.
- Work independently with guidance and direction, as appropriate
- Provide support to the development and implementation of various operational plans and technical/logistical tracking systems to ensure timely project delivery
- Assist in the management of project risk by proactively anticipating issues and collaboratively developing contingency plans and solutions
- Provide overall management of site-assessment activities, from an administrative capacity, determine capabilities and inputs needed for project delivery based on the assessments.
- Prepare progress reports, special reports and budget requests as required and ensures timely submission of all reports
- Prepare and reviews internal progress reports
- Ensure technical quality and standard of the BHA and other donors integrated project across operational areas, in line with budget, scope and time
- Oversee and support timely and effective implementation project activities, including achieving set indicator targets and objectives, and grant management.
- Ensure that the Pochalla projects align with all donor contractual obligations.
- Conduct field visits to monitor implementation, consult with key stakeholders, and provide support to program coordinators to ensure timely and effective project implementation - determining gaps and needs and taking corrective measures within appropriate timelines.
- Conduct capacity building and/or mentoring activities for project staff.
- Coordinate with all Tearfund South Sudan Technical Advisors to ensure cross sector integration
- Support the project team in gender, protection, inclusion and conflict sensitive programming.
- Coordinate with Finance and Logistics teams to activities align with procurement plans.
- Ensure regular coordination with designated Tearfund Sector staff in activity planning and implementation.
- Support linkages and ongoing collaborations between the Pochalla projects and other complimentary projects
- Identify training needs of staff and ensure mentoring and coaching to address skill gaps/needs.
- Ensure regular communication with donors to share real-time updates on progress, gaps and challenges.
- Facilitate the development of all projects M&E plans and use the plan for project improvement
- Ensure data integrity through data collection, collation, analysis and sharing to donors and relevant stakeholders



- Monitor the overall project context in project locations and design new interventions and proposals advocacy and fund raising.
- Support the development of baseline, surveys and other project assessments and conduct in-depth analysis of assessment findings.
- Support staff to develop robust monitoring systems and conduct periodic reviews for improvement
- Consolidate the sector reports and develop the capacity of teams to ensure quality reporting.

Corporate policy and compliance

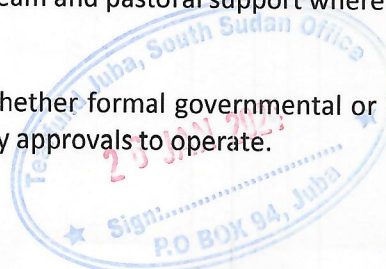
- Responsible for security management for the project team in the designated area, including writing and updating the location-specific Security Plan, ensuring staff are fully briefed/trained on the agreed security measures appropriate to the area, staff understand individual and collective responsibilities for safety and security and ensuring incidents are reported, critical learning is recorded and corrective actions taken.
- Responsible for health and safety for the project team in the designated area, ensuring policy is understood by staff, and any accidents are recorded appropriately.
- Responsible for the induction of project staff, with the support of the HR Manager, ensuring their familiarity with Tearfund's mandate, values, Quality Standards, policies and programme objectives and their individual responsibilities in upholding these standards and policies.
- Responsible for project compliance with the procedures set out in Tearfund's Disaster Management System for the development of project proposals, reporting, monitoring, evaluation, learning, project completion and for compliance with donor rules.
- In conjunction with the HR Manager and HR staff, ensure local recruitment is consistent with Tearfund HR recruitment policies, the legal context and local practice
- In conjunction with the HR Manager and HR staff, ensure HR policies and procedures are understood by the project team and implemented.
- In conjunction with the Finance Manager and finance staff, ensure financial management is in accordance with Tearfund financial systems and policies.
- In conjunction with the Logistics Manager and logistics staff, ensure logistics systems (procurement, transport, storage, communications, estate / buildings management, asset management etc) are in accordance with Tearfund logistics systems and policies.
- Ensure project completion, filing and archiving procedures are implemented.

Team management

- Provide leadership to the project team, ensuring clarity over project plans and priorities, encouraging effective teamwork and inclusiveness, and building a team spirit through regular meetings and team events.
- Provide effective management support to the project team, in the implementation of work plans and budgets.
- Oversee the administrative functions for the project team, line managing administrative staff where appointed.
- Carry out line management responsibilities to ensure Tearfund's performance management system is effectively implemented across the project team, with objectives setting, probationary reviews, regular catch-ups, 6-monthly performance appraisals and exit interviews, carried out for all staff.
- Support the implementation of Tearfund's staff development policy, including personal development planning, across the project team in a way that is consistent and transparent.
- Conduct disciplinary and grievance procedures, as required, in conjunction with the HR Manager.
- Provide spiritual leadership to the project team and pastoral support where appropriate.

External representation

- Represent Tearfund to local authorities (whether formal governmental or informal de facto authorities), securing the necessary approvals to operate.

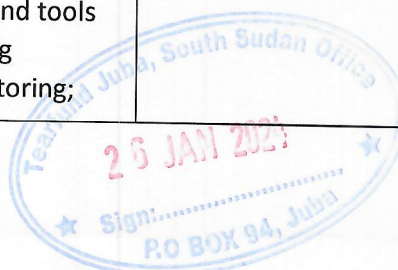



- Represent Tearfund to other NGOs, UN agencies, and visitors, ensuring coordination and constructive working relations and attendance at relevant inter-agency coordination meetings or delegating to staff as appropriate.
- Represent Tearfund to donors' representatives and other visitors to the project area.
- Support policy influencing (advocacy) activities at relevant local and regional levels, in consultation with the Country Director, Media and Communications Manager and Sector Advisors.
- Facilitate relationship building with local churches where applicable and their engagement in project objectives
- Facilitate relationship building with Tearfund partner organisations and collaborative work in accordance with the Country and Sector strategies.

Person specification

Job Title: **Programme Manager- Pochalla**

	ESSENTIAL	DESIRED
QUALIFICATIONS	<ul style="list-style-type: none"> ● Minimum Bachelor's Degree qualification in relevant sector (Food Security, Water and Sanitation, Health, Nutrition, or any Community Development field) 	<ul style="list-style-type: none"> ● Master's degree preferred. ● Qualification in Humanitarian action and/or Project Cycle Management and/or Monitoring & Evaluation
EXPERIENCE	<ul style="list-style-type: none"> ● Proven experience in leading multi sectoral project management and implementation ● At least 4-5 years' experience in working within a consortium set-up and leading teams for integrated project delivery ● Proven experience in managing Monitoring & Evaluation in cross sector programs ● Proven experience in Strategic planning ● Experience in Staff development and capacity building for timely project delivery ● Proven team management in relief environments with successful examples of local staff management. ● Successful experience of project cycle management ● Proven experience of operating in insecure environments. ● Demonstrated leadership and management experience including extensive experience in senior management role with project and budget experian responsibilities. ● Proven resilience and emergency-programming experience ● Experience in in finance and procurement, strong understanding of systems and tools for financial planning and budgeting (including excel), and results monitoring; 	<ul style="list-style-type: none"> ● Experience in health, WASH, Food Security and Nutrition sectors ● Working to SPHERE standards, People In Aid and Red Cross Codes of Conduct ● Experience in M&E, financial management, HR and logistics systems ● Proposal development experience

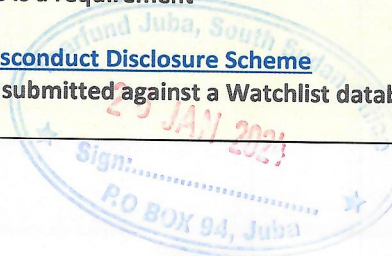


	<ul style="list-style-type: none"> • Experience in working alongside national partner organisations and capacity building skills • Team working experience including ability to engage other staff in government and other donor relations, that they are effective in networking and negotiations. • Donor grant management • Demonstrated line management experience 	
SKILLS/ ABILITIES	<ul style="list-style-type: none"> • Analytical and problem solving skills • Excellent English written and verbal communication skills • Organisational and administrative skills • Negotiation and representation skills • Ability to lead, participate and facilitate in collective staff prayer and bible studies • Leadership and management skills • Significant understanding of complex relationships between NGOs, governments, Private Sector and UN agencies • Ability and experience in working with Government, multi-lateral agencies, civil society organisations and development partners to identify problems/obstacles and develop/implement practical solutions. • Flexibility, multitasking, effective prioritising work, focus of deadlines, focus on details, excellent attention. • Significant understanding of complex relationships between NGOs, governments, and UN agencies. 	<ul style="list-style-type: none"> • Capacity building and mentoring skills • Ability to lead, participate and facilitate in collective staff prayer and bible studies • 
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Committed Christian with a personal relationship with God • Committed to regular Christian fellowship with other Christians • Emotionally & spiritually mature • Team player • Commitment to accountability to beneficiaries and transparency, showing dignity and respect, and demonstrating listening and understanding • Understanding and sensitivity to cross cultural issues • Flexible and adaptable to ever changing environments 	<ul style="list-style-type: none"> • Networking • People developer and motivator

OTHER COMMENTS:

- Regular travel across cluster countries is a requirement
- All roles require a DBS/Police check
- Tearfund is a member of the [SCHR Misconduct Disclosure Scheme](#)

Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure



How to Apply:

If you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the HR Department at Tearfund office or find attached with the advert, Located in **ECSS Compound, Hai Jerusalem** or Any Tearfund Field Offices detailing your experience for the post and include your daytime telephone contact. Applications online can be submitted through <https://www.tearfund.org> the subject matter of your email should be the title of the job you are applying for.

Closing date for receiving applications is **15th February 2024 at 5:00pm.**

NB:

- **Applications once received are not returnable**
- **Female Candidates are encouraged to Apply**
- **Due to the urgency of the position, applications submitted will be shortlisted on a rolling basis, should there be suitable candidates, and the position may be filled before the deadline for applications.**
- **Only short-listed candidates will be notified.**

