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Approved by Labour
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MINISTRY OF LABOUR, PUBLIC SERVICE & RESOURCE DEVELOPMENT

JOB ADVERTISEMENT	
Job title:	Organizational Development Manager (For South Sudanese Nationals Only)
Duty Station	Juba
Reports to:	Civic Engagement Program Manager
Starting Date:	Immediate
<i>DI is an equal employment opportunity employer and strongly encourages qualified female candidates to apply.</i>	

SUMMARY OF JOB PURPOSE:

Democracy International (DI) seeks to recruit an Organizational Development Manager for its USAID-funded program in South Sudan, Systems to Uphold the Credibility and Constitutionality of Elections in South Sudan (SUCCESS). Through SUCCESS, DI and its consortium partners are working to promote effective, inclusive, and accountable governance to inform an increasingly stable South Sudan. The Organizational Development Manager will work as part of the Programs team, responsible for coordinating all of the SUCCESS capacity building activities throughout the country. He or she will work closely with the entire Programs team to ensure effective programming and coordination across all SUCCESS activities and partners, as well as with the other SUCCESS departments.

Job Duties and Responsibilities:

The Organizational Development Manager's major responsibilities are as follows:

- Serve as a focal point for SUCCESS on all capacity building activities. Be continuously engaged with key civil society partners to remain informed on their capacity building needs and progress;
- Work as a team with the CEC Manager and Civic Engagement Program Manager to ensure coordination and strategic collaboration across the Programs team;
- Collaborate with CEC Manager to ensure targeted and effective capacity building initiatives for the CEC User Committees;
- Manage budgeting responsibilities and monitor spending on capacity building activities;
- Manage reporting responsibilities on OD activities, to include inputs to USAID reports, updates and support to assessments, training databases and program learning mechanisms, and similar reporting assignments;
- Conduct organizational capacity assessments (OCAs), produce OCA reports, and design capacity building plans in response to the OCA findings;
- Contribute to the development of organizational capacity development tools and materials, which may include training modules, capacity assessment tools, templates, and other capacity building materials;
- Coordinate with the M&E team to ensure completion of project objectives and lead the measurement and data collection for OD-related indicators and the achievement of performance targets for the team under the project's monitoring and evaluation framework;
- Collaborate with the Grants Team to conduct assessments of grantee organizational capacity and to identify and organize capacity-building opportunities for grantee partners to address their gaps;
- Provide strategic guidance for OD activities, including development and review of concept notes and budgets;
- Provide guidance and coaching to fellow programs team members on their training materials;
- Establish and maintain partnership with partner organizations and ensure effective participation by all relevant stakeholders;
- Ensure proper integration of gender programming in OD activities;
- Collect information for and manage reporting requirements, including for Success Stories;
- Coordinate with the rest of the Programs team to ensure effective planning and achievement of program objectives.

Qualifications, Knowledge, Skills and Abilities Required

- University Degree in Organizational Psychology, Organizational Behavior/Development or related field.
- At least 3-5 Years' experience as OD specialist;
- Knowledge of training principles/ methodologies/ methods;
- Excellent communication skills, interviewing, listening, writing, presentation and facilitation skills.
- Proficiency in Microsoft PowerPoint, Excel and Word.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of web based management systems
- Proof of South Sudanese citizenship/nationality

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Interested candidates should submit their applications clearly indicating the position they are applying for and updated CV. This should contain their e-mail address and telephone contact along with three professional supervisory references. Applications should be submitted by the closing date of October 04, 2019 by email to di.ssudanjobs@gmail.com or through Hand delivery to Democracy International, Applications Submission Box, AFEX Riverside Camp, Hai Malakal, Juba, South Sudan.

Only short-listed candidates will be contacted. Applications received after the closing date will not be accepted.