

Vacancy – DIRECTOR OF PROGRAMS SOUTH SUDAN

Duty Station: Country Office, Juba, South Sudan (with frequent Field Support Visits)

Reporting to: Country Director (CD) & HQ Program Coordinator (PC); Deputizes the Country Director in his absence.

Background/Context

Help - Hilfe zur Selbsthilfe (Help) is registered in South Sudan with the Relief & Rehabilitation Commission (RRC) No. 086; currently implementing WASH, Nutrition and Food Security & Livelihood projects in Lakes region since 2011 providing drinking water, sanitation facilities, hygiene, nutrition and food security services.

General Purpose of The Role

The Director of Programs is responsible to support Help's South Sudan mission in the implementation, strengthening and monitoring of the country's programming aspect in line with Help's Country Strategy, plans and policies, and in strong coordination with the Country Director and Program Coordinator at HQ level in Bonn, Germany. The Director of Programs supports the South Sudan mission in the implementation of ongoing projects, in coordination with Help's technical focal points and under the technical supervision of the Program Coordinator, while contributing to regular engagement with local stakeholders and main donors at country level in coordination with the Country Director.

Responsibilities & Tasks (Summary)

- Play a key role implementing and regularly reviewing the 2023-2025 Country Strategy of the mission under the supervision and coordination of the Country Director and HQ Program Coordinator.
- Take lead in the development of new concept notes and project proposals under supervision of the Country Director and in collaboration with Program Coordinator
- Supervise, coordinate, and provide quality support to Help's technical focal points
- Ensure that the Program implementation meets the highest quality standards as per Help Quality criteria and donor requirements.
- Lead the country level resource mobilization processes.
- Coordinate and supervise the timely and quality submission of donor reports with the support of the Country Director
- Represent Help in relevant meetings

Specific Responsibilities & Tasks

- Provides oversight of program budgets, work plans, forecasts and expenditures, ensuring spending is closely monitored and aligned to work plans, in collaboration with the Finance Department and Country Director
- Program development & quality control and reporting
- Guarantee the application of Help's procedures and donor rules for reporting and implementation, in collaboration with the Country Director and HQ Program Coordinator
- In coordination with Country Director, support in the management of Program budgets in line with donor and Help's guidelines, supporting budget and program revisions/realignments when necessary
- Provide guidance and support to technical focal points and Field Coordinators on work-plans, budgets and spending, and monitoring of the implementation of activities and achievement of results.
- Ensuring that MEAL Policy and MEAL plans are implemented and beneficiary accountability mechanisms are functioning.

- In coordination with Country Director, ensure all reports are properly drafted, revised, and submitted on time to donors, Country Director and Program Coordinator
- Conduct regular field visits to provide support and supervision to technical focal points and other field staff.
- Continually reviews program performance to ensure that objectives are met according to program plans, log frames and agreements, and conducts regular program review meetings

Program Strategy & Project Design

- Support the Country Director in the development, implementation and review of the country strategy and its balanced score card, providing updated information, inputs, and recommendation for new and on-going interventions in the country
- Lead the design and drafting of new project proposals in coordination with Technical Focal Points, Field Coordinators, Country Director and HQ Program Coordinator.
- Lead country level fundraising efforts including but not limited to ensuring organization positioning/visibility, strategic partnerships
- Monitor humanitarian crises in South Sudan, perform field assessments when necessary, and advise the Country Director of potential response options
- Lead Quarterly Programme and Country Strategy review meetings

Representation & Coordination

- In coordination with the Country Director and Program Coordinator/HQ, establish and maintain collaborative relations with donors, project stakeholders and other key actors working in the project areas.
- Ensure strong relationships are formed and maintained within cluster and coordination bodies in South Sudan. Proactively participate in relevant coordination meetings at national and ensure HELP participation and leadership in coordination platforms at subnational level

Human Resource Management

- In line with Help's policies and in collaboration with HR department, participate in the recruitment of the technical focal points, as well as other program-related staff as required.
- Be available to support and advise the technical focal points in their supervision of staff under their line management, as required and in coordination with the HR.
- Support the Country Director in ensuring that staff respect Help's rules and regulations and adhere to Help's Mission Values and Code of Ethics, in coordination with the HR and other relevant senior management members.

Required Education & Professional Experience

- Master's Degree in Social Sciences, Political Sciences, International Relations, Humanitarian and International Cooperation or related field, or equivalent experience.
- At least 5 years' experience in a similar level/position as an expat mainly focusing on programing with INGO/UN Agency
- Demonstrated experience in program strategy, design and implementation
- In-depth knowledge of donors' requirements and proven experience in the management of funds from a variety of donors (preferably both humanitarian and development donors).
 - Demonstrated experience in managing and working within large multicultural staff teams.
 - Significant working experience at management level in humanitarian assistance or development-oriented programs within an international environment, preferably South Sudan.
- Experience in protracted conflict/post-conflict environments and triple nexus programming (highly desirable).

- Thorough knowledge of all the phases of Project Cycle Management.
- Demonstrated experience in project proposal writing
- Excellent communication skills (verbal and written), including experience facilitating and encouraging effective team communication and team working spirit.
- Ability to set high standards for quality of work and adaptability and flexibility in stressful environments
- Able to work in unstable, rapidly changing and insecure environment with basic living conditions.
- Ability to manage human, technical, administrative and financial resources.
- Strong leadership, contextual & analytical skills combined with demonstrated organizational, management and supervisory skills.
- Experience in external representation with government, donors and other stakeholders at both technical and policy level
- Proficiency in written and spoken English, knowledge in Arabic/German advantageous

Essential Soft Skills

- Diplomacy
- Ability to delegate and work in a team
- Flexibility & adaptability to a changing work environment
- Stress management skills: ability to work under pressure to meet tight deadlines, with peaks of heavy workloads
- Self-driven/motivated and initiative-taking
- Strong organizational and problem-solving skills with analytic approach

How to apply

Please send your updated CV and a cover letter in English, detailing your motivation and how you meet the responsibilities and requirements to recruitment-ssd1@help-ev.de with "DIRECTOR OF PROGRAMS" as the subject line until the **26th of April, 2023 (midnight CET)**. Qualified female candidates are strongly encouraged to apply.