



JOB VACANCY

Position: Program Manager
Location: Maban
Direct Reports to: Roving Area Program manager
Reporting to: Matrix reporting to Area Manager and Program Director
Duration: 4 months with possible extension
Direct Reports: Health, Nutrition, WASH and FSL Coordinators, and other program staff in Mabani as assigned

Vacancy NO. MAB-PM-2024-05-31-257N

About RI: Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty. Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach, which we call the RI Way, emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

Position Summary:

Reporting to the Roving Area Program Manager, the Program Manager will provide day to day overall technical and management leadership to the RI's Health, Nutrition, WASH, and FSL/E projects in Maban. This involves the management of all the aspects of the projects, which includes but not limited to the program cycle management, program human resources management, budget management, program monitoring, reporting, representation and networking. The position will require a representational role with incumbent having strong proposal writing and reporting skills, community engagement and Coordination. The PM will be actively participating in the program design and development, and key internal and external coordination meetings as required by the program and Maban project office. The role will work in close collaboration with the program Director, Health and Nutrition Advisor, Nutrition Manager, and the Support departments.

Key Responsibilities and Duties:

Program Management

- Offer program management leadership to the Maban project office
- Under the supervision of the Roving Area manager and Program Director, provide planning, programmatic and technical support to the Maban projects



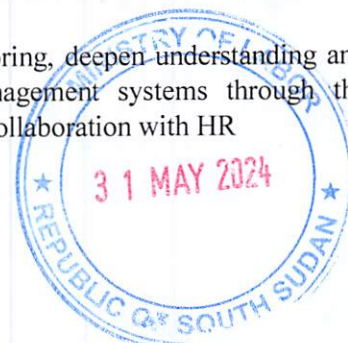
- Ensure activities are in line with the approved project proposal, budget and implementation plan, communicating issues/problems in advance to project coordinators and preparing course corrections as needed.
- Provide leadership for the assigned projects, working to ensure short and long term impacts and outcomes are successfully achieved and there is a positive impact for the beneficiaries, local authorities and local partners.
- Ensure the programs expenditures are in line with approved budgets, advising on potential under/over spending and recommending appropriate corrective action
- Continuous supervision and monitoring of project activities, regularly evaluating progress of the outputs and targets (through on track/off track assessments) and develop corrective actions in coordination with the project coordinators and colleagues to mitigate any delay in implementation.
- Raising PRs based on program procurement plan, spend down plan, detail implementation plans, and coordinate with operations department to ensure procurements are done in a timely manner.
- Under the guidance of the PD and Roving Area Manager, work constructively with support teams to ensure sound administrative practices concerning record keeping and communication/visibility, and ensure projects are implemented in compliance with donor requirements throughout the project lifecycle.
- Actively participate in BVA meetings, program kick off meetings, grant review meetings and grant closeout meetings.
- Draft all technical donor narrative reports and other internal program reports and submit to the respected technical managers and advisors for review

Program Quality Assurance

- Develop recommendations and guidelines for implementation of quality health, nutrition, WASH and FSL/E projects
- In liaison with the MEAL Coordinator, ensure projects are properly monitored, and routinely review existing data collection capacities and help the team to improve data collection and reporting
- Maintain a resource library for the Maban Projects team and keep up-to-date with the latest trends and updates within the target sectors. Ensure relevant technical staffs have access to appropriate information when needed.
- Actively participate in the identification and management of any disaster or epidemics or direct response
- Ensure Maban projects are implemented in line with donor proposals and in accordance with RI, donor, country and international standards such as Sphere and HAP standards
- Ensure Accountability mechanisms are implemented and upheld in the project office

People Management

- Lead in human resource planning and management of all staff under direct management of the project staff
- Create and maintain a work culture based on mutual respect, team spirit, which promotes accountability, alternative viewpoints are welcomed, and the team strives for excellence, and is conducive to professional growth.
- Promote and instill a focus on capacity building, coaching & mentoring, deepen understanding and ownership of individual roles, and strengthen performance management systems through the implementation of a comprehensive staff development plan in close collaboration with HR



- Promote accountability, clearly communicate expectations, and provide constructive feedback through regular individual engagements and performance reviews

Program Development and Representation

- Develop and maintain proactive relationship with UNHCR and other donors, partners and other key stakeholders to maintain program visibility, quality and improve partnership at Maban level
- Actively participate in program design and proposal development processes, ensuring that Maban input is timely done as required
- Represent RI at various technical sector meetings and learning events as required, in coordination with technical program coordinators and share learning across the team
- Undertake any other duties as delegated by the Roving area manager or Program Director in line with organizational priorities
- Deputise and Act on behalf of the Area Manager in Maban as assigned from time to time

Qualifications

- Master's Degree in Public Health or other relevant qualifications
- Excellent skills in program management, monitoring and evaluation, people management and report writing skills.
- Knowledge and practical experience of the principles and the design, monitoring, implementation and evaluation of humanitarian public health and FSL/E projects
- More than 5 years' experience in project planning and grant management (multiple donors) in humanitarian emergency context
- Previous experience in managing Health, Nutrition, WASH and FSL projects supported by UNHCR, PRM, WFP, UNICEF, BHA, ECHO and other donors is strongly recommended
- Excellent negotiation/advocacy skills within varying cultural and professional contexts, in particular regarding donors and government officials.
- High level of skill in developing, implementing and training others in the tools needed for program cycle management monitoring and review
- Skilled in, and committed to, community participation/interaction, field visits and presence in program areas
- Practical experience managing staff and programs in insecure locations
- Knowledge of Humanitarian Essentials, Sphere and CHS Standards, protection issues and other international humanitarian guidelines and protocols.
- Fluent and articulate in spoken and written English
- Flexible and ability to cope with basic living conditions in the field in context of humanitarian and under developed countries
- Knowledge of Arabic language is an asset.

Applicant must not be person who has bad record or has been convicted of Sexual Exploitation and Abuse (PSEA), Sexual Harassment and Child abuse cases.

We would like to share Relief International's values with you:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

- Inclusiveness



- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

APPLICATION SUBMISSION CRITERIA

HOW TO APPLY:

- Aspiring potential interested applicants should submit motivational letter, CV and copies of academic documents in a sealed envelope or email, **Subject line clearly marked** with the, with the **Vacancy number** and the **Position Title**. to Relief International office in Maban, Juba any RI Office or by Email to; **recruitments@ri.org**
- Because this position is urgently needed to be fill, short listing shall be conducted before the deadline/as applications are being received (On rolling basis)
- **Deadline: 24th June 2024-4:30 pm SSD local time**
- Only shortlisted applicants will be contacted within two weeks of closing date.

