

Danish Refugee Council

Juba Country Office

Addis Ababa Road, Next to
UNICEF, Juba, South Sudan



INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No. AJT 2023/08/08/0003

Who we are?

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956. DRC currently works on all aspects of refugee cause in more than twenty-five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, based on humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

Country and Project Background:

The Danish Refugee Council (DRC) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC is operational in Unity states, Central Equatoria, Western Bahr El Ghazal and the Upper Nile region. The South Sudan Programme works in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods.

DRC Seeks to Recruit: -

Position Title:	Economic Recovery Manager
Reports to:	Area Manager
Unit/ Department:	Economic Recovery
Location:	Ajuong Thok
Employment category	DRC Band
Eligibility:	South Sudanese National Only
Length of contract	3 Months with Possibility of Extension.
Employment Start Date:	September, 2023
Salary	According to DRC salary policy – Non-negotiable
Advertisement Closing Deadline	4th September, 2023



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Overall purpose of the role:

The Economic Recovery Manager is overall responsible to manage & coordinate Economic Recovery portfolio in Jamjang composed of UNHCR and Danida funded projects. The PM directly reports to the Area Manager but also works closely with Economic Recovery Coordinator for technical support. The projects will be implemented both directly and through partners thus this role also requires the Economic Recovery Manager to engage in partner coordination and support. Experience in capacity building of local partners will be a key attribute required for the role. The programme requires good understanding of Vocational Training Centre Management, Natural Resources Management, Agro-forestry, Value Chain Development and Financial Inclusion. The Economic Recovery Manager is also the direct manager of program staff under UNHCR and Danida projects and will provide daily direction and guidance to project cycle management and implementation of programme activities. The position is responsible for overseeing project quality implementation and budget management, leading on reporting, and working closely with government counterparts, UN Agencies, INGOs and other stakeholders..

Responsibilities: To achieve the objectives of the position, the Economic Recovery Manager will perform the following tasks and undertake the following responsibilities;

Management

- Direct management of projects and line manager for team members. This includes coaching, ensuring co-ordination between staff, in a number of locations, recruiting, and staff capacity building;
- Ensure partner planning for capacity building of partners, support and monitoring is in place.
- Undertake regular field onsite visits to ensure managerial support to staff and proper monitoring of the activities' implementation in areas of operation;
- Provide regular updates on progress to supervisors and other team members and senior management
- Ensure donor and agency compliance is met at all levels of project/program management cycle
- Develop project progress reports according to agreed work plan. This includes contribution of livelihood sector in preparing donor report on time
- Ensure lessons learned are documented, shared and reflected in program planning and decision making

Programme Implementation:

- Take lead in ensuring high quality day-to-day management of activities, meeting of project targets and deliverables, with strict adherence to international humanitarian



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- principles, DRC core values and code of conduct, technical standards and best practices of DRC's other programming and coordination with technical coordinators
- Focal point for leading project implementation, budget spending and progress through communication with partners, programme staff, support and technical units and regular field visits.
 - Administer the development and successful implementation of work plans and ensure production of quality project reports and other deliverables in a timely and accurate manner.
 - Support and share project updates, reports and other documentation requested by the consortium and submit regular progress reports.
 - Supervise the monitoring and evaluation processes such as PDMs, Complaints and Feedback Mechanism and market price monitoring.

External Coordination:

- Ensure regular communication and interaction with partners in the field but also support upon request participate in national level meetings and other consortium meetings and workshops e.g. lessons learnt events, progress and annual review workshops.
- Coordinate with the Economic Recovery technical coordinator and ensure all agreed action points from the national and field level consortium meetings are accurately/correctly implemented.
- Develop and maintain field level cordial working relationships with key stakeholders, including local partners, local government authorities, UN agencies, INGOs, community and other stakeholders. In line with this, represent DRC by actively participating in coordination meetings, working groups and any other meetings as requested by line manager.
- Liaise with the Economic Recovery Coordinator to ensure close coordination and operational linkages and representation with relevant UN Agencies, Clusters and relevant working groups and NGO partners

Finance and Administration:

- Ensure full compliance with UNHCR and Danida financial guidelines and policies while managing the projects.
- Monitor budgets to ensure the timely utilization of all resources, spending is in line with project timelines and implementation schedules and adjust budget forecasts when needed.

Human Resources:

- Ensure that adequate staffing is in place for the activities for the Economic Recovery projects in Jamjang, including an appropriate gender balance within the teams.



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- Performance management of Economic Recovery team in Jamjang including setting team and individual objectives, providing capacity building, feedback, coaching to the team to achieve targets
- Make sure that team is aware of humanitarian principles, standards and DRC code of conduct, Safe guarding policy and follow them accordingly

Reporting, Grants & MEAL

- Ensure reporting from all field offices to agreed timelines and standards. Collect inputs and consolidate narrative reports in coordination with partners. Work with the grants team to ensure adherence to donor guidelines and procedures
- Responsible to provide input and/or prepare project progress reports, donor reports,
- Provide inputs to the Economic Recovery Coordinators for cluster reports (5Ws or CWG CVA information) as per given deadlines and as necessary.
- Ensure quality monitoring and evaluation of projects and interventions, accountability mechanisms are in place and learning takes place regularly and feeds into the programme cycle management. Work with relevant MEAL staff to coordinate and roll out MEAL systems, including assessments and ensuring adequate monitoring, evaluation, documentation and reporting of activities against all indicators. Ensure that MEAL system is applied across the project locations.
- In collaboration with the grants, support services and program unit ensure donor compliance.
- Maintain accurate and comprehensive files of activities, outputs, materials, and other relevant project implementation
- Contribute and provide inputs to the strategic direction of the economic recovery sector and other thematic operation through participation in strategy planning meetings

Logistics, Procurement, Safety and Security

- Develop supply/procurement plans for Economic Recovery (food security and livelihoods) activities and other integrated program activities and coordinate with Supply Chain personnel for their delivery to the field as per project planning.
- Ensure staff compliance with security management rules and procedures (for i.e. ensuring relevant documentation and procedures are understood and adhered to by staff).

Experience and technical competencies:

Essential:

- At least 5 years' experience in food security, economic recovery in fragile states, and conflict environments essential
- Experience in Natural Resource Management
- Experience managing donor funded programs and grants; including staff management, budget oversight, monitoring and evaluation systems and technical input to proposal-budget development and donor reports.



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- Excellent internal and external communication and coordination capabilities and excellent team building and management skills.

Desirable:

- An understanding of the South Sudan context or security-sensitive environments and enforcement of team security protocols is an asset.
- Experience with Youth Empowerment Programmes
- Experience in consortium-led projects
- Knowledge and experience in managing budgets implemented through partnerships.

<p>Education: (include certificates, licenses etc.)</p> <ul style="list-style-type: none"> • Minimum undergraduate degree in agriculture, agribusiness, social sciences, international development or equivalent degree qualifications • Application of computer and IT skills <ul style="list-style-type: none"> • Strong communication and writing skills; 	<p><i>Find the definition of DRC's Core competencies here</i></p> <p><u>All DRC staff should master the 5 core competencies:</u></p> <ul style="list-style-type: none"> • Striving for excellence: you focus on reaching results while ensuring an efficient process • Collaborating: you involve relevant parties and encourage feedback. • Taking the lead: you take ownership and initiative while aiming for innovation. • Communicating: You listen and speak effectively and honestly. • Demonstrating integrity: you act in line with our vision and values
<p>Languages:</p> <ul style="list-style-type: none"> • Fluency in written and spoken English language; 	
<p>Key stakeholders:</p> <ul style="list-style-type: none"> • UN Agencies • Donors • Relevant stakeholders • Other NGOs 	

How to apply

Please send a covering letter outlining how your skills and experience meets the Person Specification along with your CV to Human Resources Department through ssd-jobs@drc.ngo OR Submit your hard copy application to the Human Resource Department to the attention of HR Officer DRC Office or to any DRC field offices.

Title of the position/vacancy number MUST be clearly mark in the application and on envelop.

Further information

Please note, as this position is urgent, applicants may be shortlisted and interviewed prior to the closing date September 4th, 2023.



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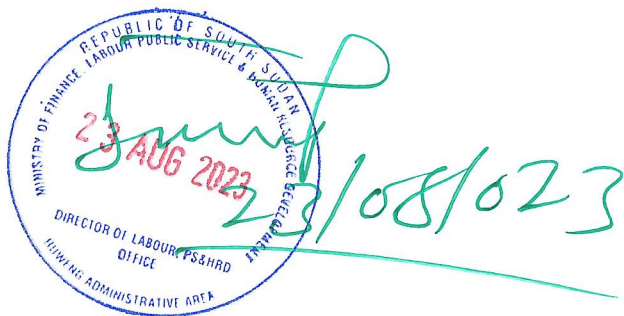
We appreciate your application however; only short-listed candidates will be contacted for interview. If you have not been contacted within two weeks of the closing date we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website <http://comms.southsudanngoforum.org/> for other suitable opportunities.

Please note, this is an urgent recruitment. Applications will be received on rolling basis



22/08/23

→ Reviewed by RRC Office.
Approved by Labour, Public Service & HRD Office.



23/08/23