

# SUPPORT FOR PEACE & EDUCATION DEVELOPMENT PROGRAMME

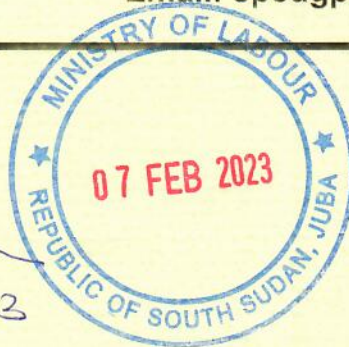
P.O BOX 414 JUBA, SOUTH SUDAN

TEL: +211 (0) 925 002 060 / +211 (0) 925 350 009

Email: [spedgpngo@gmail.com](mailto:spedgpngo@gmail.com)

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7-02-2023



Date: 07<sup>th</sup> February, 2023

## JOB ADVERTISEMENT

International/National

### Organizational Background.

Founded in 2007, Support for Peace and Education Development Programme (SPEDP) is a Regional Organization working currently in 3 Countries in Africa; South Sudan, Uganda and the Democratic Republic of Congo (DRC). In South Sudan, SPEDP is legally registered by the South Sudan Ministry of Justice and Constitutional Affairs (Reg. No. 456) and by SSRRRC (Reg. No. 114). In Uganda, SPEDP is registered by the Ministry of Internal Affairs/NGO registration Board (Reg. No. 0146). In DRC, it is under process of registration. In South Sudan, SPEDP works in all the 10 States and in Uganda, 3 Districts of Yumbe, Koboko and Terego. In DRC, SPEDP will be working in the provinces of Ituri and Isiro. SPEDP supports projects in; (a). Resilience Building (Education – Teacher Education, TVET/ Entrepreneurial Skills building, School Construction, Food Security and Livelihood, Human Rights, Peace Building and Governance); (b). Humanitarian/Emergency Response (WASH, Shelter/NFI, Protection and GBV, Climate and Environment Conservation); (c). Health and Nutrition and (d) Research and Innovation.

### Job Summary

The Program Director (PD), is a senior position in SPEDP. The incumbent report to the Chief Executive Director (CED) and will be tasked with overall SPEDP's Programme leadership, Programme design and development, strategic leadership and management in the region. The position holder, in close working relationship with the CED, will work and collaborate with other senior management team; the Strategy and Partnership Director (SPD), Programme Advisor (PA), Operations and Compliance Director (OCD), Finance Manager (FM), Internal Auditor and Compliance Manager (IACM), MEAL Coordinator, Senior Programme Officers and Field Coordinators in providing managerial direction and technical oversight. The PD will be required to have outstanding knowledge and experience in result based management (RBM), Programme quality control, fundraising as well as strengthening the close relationship between SPEDP and its donors, fostering close collaboration in learning and information sharing and knowledge management. The position holder shall represent SPEDP in partner/donor meetings, coordinate, lobby and hold the vision of SPEDP high. He/She shall be conversant with national and international trends in fundraising, the local political, socioeconomic environment and culturally sensitive.





## Position Details:

Job Title	Programme Director (PD)
Country of Programme	South Sudan
Location of Position	Juba
Position Reports to	Chief Executive Director (CED)
Desired Start Date	ASAP
Duration	12 Months with possibility of extension
Closing Date for Applications	24 <sup>th</sup> /Feb/2023 at 5:00pm Central Africa Time

## Key Responsibilities

### Programme Design, Development, management and implementation

- Provide strategic Programme leadership and technical guidance to the Chief Executive Director
- Ensure that SPEDP's Vision, Mission and values are held in high esteem at all times throughout the areas of operation
- Lead Programme design, development and management including emergency response development, annual operational plans in SPEDP
- Provide effective technical support to Senior Programme Officers and Field Coordinators in management of Programme activities - ensuring efficient planning, timely reporting, resource mobilization and adherence to donor requirements
- Ensure that Programme resources and services are well positioned and constantly available for smooth flow of activities and target beneficiary needs
- Collaboratively work with the Senior Programme Officers, MEAL Coordinator and Field Coordinators to develop annual operational plans.
- Lead periodic reviews of SPEDP's Programme framework, ensuring its continuously alignment with SPEDP's goals/objectives and contribution to the overall SPEDPs Strategic Plan
- Build a high-performing, collaborative Programme team, through targeted capacity building, mentorship and supervision of staff and beneficiaries as well as generation of learning and knowledge management
- Lead periodic Programme meetings to ensure efficiency and effective performance of Programme activities
- support knowledge management efforts to gather evidence on best practices and lessons learnt so as to improve future programming
- Ensure that protection, climate and environmental conservation is mainstreamed in all SPEDP projects
- Ensure SPEDP values and strategic objectives are well communicated to all Programme staff to create awareness and general understanding of projects
- In collaboration with SPEDP staff, other stakeholders and community leaders, work to undertake assessments/surveys/evaluations of project interventions to meet needs and strengthen local capacities
- Build targeted capacity of Programme team in different areas of programming

### Representation, Coordination and Networking





- As senior member in SPEDP and based on the virtue of the position , the incumbent will regularly represent SPEDP in cluster/partner/donor meetings nationally and internationally
- Ably coordinate SPEDP Programme activities, field offices, partners, all stakeholders and target groups
- Build and strengthen SPEDP partnership with all Government at all levels and existing partners
- Ensure SPEDP is well networked/connected with like-minded NGOs

### Resource Mobilization and Budget Controls

- Lead in resource mobilization and fundraising in accordance with SPEDP interests (proposals, concept papers, etc.)
- Expand SPEDPs funding base and donor diversification

In close collaboration with the CED, Finance Team and Senior Programme Officers, lead and support the development/review of SPEDP's Programme policy and funding strategy

- Strengthen financial management; budget reviews/budget monitoring - expenditures verses actuals
- Strengthen the existing partnership with SPEDP donors national and internationally
- Ensure compliance with donors and other stakeholders
- Work with the Programme team in developing annual budgets
- Ensure that financial measures are strictly followed in addressing under/over spending

### Programme Monitoring and Reporting

- Carry out frequent field monitoring visits to project field locations to ensure quality of projects
- In collaboration with the MEAL Team, develop project monitoring tools, coordinate project data collection, surveys, assessments, analysis and reporting as required including reviewing activities and evaluating their effectiveness.
- Provide hand on training/capacity building of field staff during field visits
- Prepare and participate in quarterly, mid-term, and annual reflection workshops
- Document project progress, processes, emerging models and lessons learned
- Provide overall responsibility for periodic, quality and timely reporting to the donors in line with contractual agreements

### Key Internal Contacts

Chief Executive Director; Strategy and Partnership Director; Operations and Compliance Director; Senior Programme Officers; MEAL Coordinator and Programme Officers

### Key External Contacts

Focal points; Line Ministries, National Cluster focal points and other humanitarian agencies (UN and NGOs).

### Required qualifications and experiences

- Degree in Development Studies, Management, agriculture, agricultural economics, social sciences, peace/conflict studies, education, or international development or related disciplines from a recognized institution
- Master Degree in Development Studies, Management, Agricultural Economics, Social sciences, Peace/conflict studies, Education, or International development or related disciplines from a recognized institution





- At least seven (7) years of progressive experience of working in similar position with National or International Organizations
- Adequate knowledge in managing multi-sector and multi-donor projects
- Proven experience in fundraising (proposal development) including budgeting
- Experience in developing training manuals, organization policies, organizing and facilitating trainings
- Deep understanding of both the government and private sector policies and governance structures in South Sudan and the East African Region
- Demonstrate good interpersonal skills, sound judgment, planning, problem solving, critical thinking and team building skills
- Ability to work beyond normal hours and pressure to meet deadlines
- Demonstrate flexibility, reliability, integrity with the ability to maintain confidentiality
- Fluency in oral and written English
- Good in Microsoft Office with knowledge in Microsoft Word and Excel and intermediate numeric skills
- Culturally sensitive and strong awareness on protection issues (PSEA, Child Safeguarding, etc)

### Acknowledgement

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice

### How to Apply

Interested Candidates are requested to submit hard copies of their updated CVs, copies of relevant documents and cover letter to **Human Resource Department, Support for Peace and Education Development Programme (SPEDP) Gudele Road, behind Quick serve petrol station** or Email to [recruitment@spedp.org](mailto:recruitment@spedp.org) copying in [a-mosses@spedp.org](mailto:a-mosses@spedp.org) . For more details about SPEDP, please visit our website: [www.spedp.org](http://www.spedp.org) .

Women are highly encouraged to apply

**NOTE: Only shortlisted Candidates will be contacted. Photocopies of all documents submitted are NOT returnable.**

