

VACCANY ANNOUNCEMENT



SOH'S
MDL
Approved
29/11/2022

About Coalition for Humanity

Coalition for Humanity (CH) is humanitarian and development organisation with experience in implementing humanitarian and development/resilience projects in South Sudan. We focus on Food Security and Livelihoods (FSL), Water, Sanitation and Hygiene (WASH; Gender Based Violence (GBV General Protection (GP), health and nutrition. Coalition for Humanity has experience in integrating projects, forming a nexus across sectors in order to leverage on resources. We consider Protection/GBV, Housing, land and property rights (HLP), peacebuilding and conflict transformation as cross cutting issues. We have successfully integrated these in WASH, FSL, Nonfood items, Health and Nutrition. CH has its headquarters in Juba but with presence in Upper Nile, Unity and Central Equatoria States. Our ultimate goal is to reach out to people across the entire country South Sudan. , Coalition for Humanity is committed to working with communities to build their resilience as well as to nurture the capacity of locals in delivering holistic and local context specific responses.

Coalition for Humanity is therefore, seeking to qualified and suitable candidates for the below position.

Job specification	
Job title	Programme Manager
Number of Position	1
Job location	Juba- with visits to the Project sites
Job Graded	Based on CH's Job Grades
Contract type/	1 year with possibility of extension
Reporting to	Director of Programmes and Resource Mobilization
Job Purpose	The primary function of the program Manager is to support the Director of Programs and Resource Mobilization in planning, designing, Implementation, supervision, expansion/development and administration of all CH programs. The aim will be to facilitate the effective management of programs according to the organization's standards



Key roles/duties & responsibilities

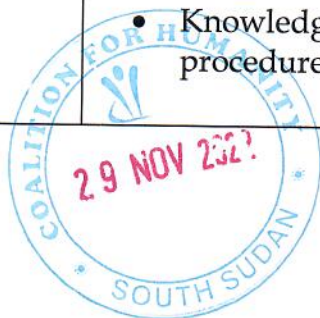
- Work closely with Director of Programs and Resource Mobilization, management team and field teams to determine the operational needs of the program within the scope of the grants
- Analyze data gathered and propose alternative strategies of program implementation
- Compile monthly and quarterly reports, ensuring statistics are correct and on time
- Conduct assessment to identify needs and opportunities for new programming
- Initiate processes for developing concept notes and project proposals and follow through their finalization in collaboration with the Director of Programs and Resource Mobilization and with relevant personnel and departments
- Work with field teams and logistics to procure program supplies in a timely manner and within program budget
- Regularly update the Director of Program and Resource Mobilization and the country Management team on progression of programs as per protocol
- Compile program and donor reports and assist with the development of future programs as needed
- Liaise closely with local authorities, donor and partner agencies to ensure program compliance with donor policies and regulations and complementary with other agencies efforts
- Maintain flexibility to take on added responsibility as when needed

Representation

- Attend coordination meetings relevant for CH's program
- Ensure maximum visibility of the organization amongst the NGO community
- Contribute to the creation of positive image and overall credibility of the organization, notably through application of the organization's Code of Conduct, ethics, values and stand points with regard to internal and external actors.



	<p><u>Human Resources Management</u></p> <ul style="list-style-type: none"> • Assist in the selection and training of qualified program staff and recommend promotions, disciplinary action in consultation with in the HR Manger • Maintain open lines of communications with all field staff • Assist in identifying training needs of subordinate's • Advocate and plan for professional development for the program staffs <p><u>Working relationships</u></p> <ul style="list-style-type: none"> • Maintain punctual communication with the Director of Programmes and Resource Mobilization to ensure program activities and objective are well informed • Work with Director of Programs and Resource Mobilization and logistics department to ensure the coordination of timely delivery of programs supplies and expenses are within budgeted limits • Interface with national Government and relevant agencies as necessary
<p>Person Specification</p>	<p>Education</p> <ul style="list-style-type: none"> • Minimum of Bachelors in Agriculture, development studies, project management or any other related/relevant field • Master in related field is required. • MBA in the relevant field is an advantage <p>Experience</p> <ul style="list-style-type: none"> • At least 5 years' experience working in coordination of Humanitarian response and Development projects in South Sudan preferably in an NGO setting • Experience related to local capacity strengthening and or organizational dynamics <p>Core competencies</p> <ul style="list-style-type: none"> • Complete familiarity with project Cycle management • A good report writer • Knowledge and experience of budget preparation and management • Proficiency in computer applications especially with MS word, MS Excel and MS PowerPoint • Knowledge of program management and development procedures



Behavioral Competencies

- Familiarity with and commitment to humanitarian principles, and the core Humanitarian standards.
- Team player and strong communication skills both oral and written
- Ability to work with diversity and multi-disciplinary teams
- Outstanding communication, interpersonal and leadership skills
- Attention to details
- Proactive problem solver

Note: Applicants should review the job requirements carefully before applying ensuring that he/she meets the requisite qualification

Applications, along with CVs) should be addressed to: Human Resource & Administration Manager,

Coalition for Humanity Email jobs@ch-int.org or Hand deliver hard copies to our Office in Juba located in Gudele 1 Block 8 North of Zain Customer Care Shop. Application deadline: 19/12/2022.

Only short-listed candidates will be contacted.

Qualified South Sudanese females are encouraged to apply

