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Our Vision for every Child, Life in all its Fullness, Our Prayer for every heart, the will to make it so
Building Brighter Futures for Vulnerable Children

JOB OPPORTUNITY AT WORLD VISION INTERNATIONAL – SOUTH SUDAN

World Vision is a Christian Relief, Development, and Advocacy Organization working with Children, Families, and Communities to overcome poverty and injustice. World Vision serves everyone regardless of religion, race, ethnicity, or gender. All employment in World Vision is conditioned upon the successful completion of all applicable background checks, including criminal record checks where possible.

World Vision International - South Sudan is now seeking qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

- Job title:** Program Development Manager
- Reporting to:** Program Development and Quality Assurance Director
- Location:** Juba
- Availability:** As soon as possible

Purpose of the position:

The program development manager (PDM) facilitates program development and resource acquisition for humanitarian and development programming with high appropriateness, timeliness, and effectiveness standards. The purpose of this position is to lead the design process of full proposals and concept papers and provide the final review of all proposals and concept notes developed by the team of program officers and technical managers before submission to donors and World Vision support offices. The PDM will lead the team of program officers and ensure that progress on grants is communicated timely with key stakeholders and that donor visits are strategic, well-timed, and smoothly executed and managed.



ROLES AND RESPONSIBILITIES:

Strategy - Our Promise:

- Provide resource acquisition and program development leadership in line with our promise;
- Ensure that strategy drives programming in WVSS such that proposals, annual operating plans, and budgets are aligned with the approved country program strategy.
- Support the development of the country strategy implementation plan (CSIP)
- Lead and coordinate the rollout of the fragile context program approach
- Support annual strategy review

Proposal development:

- Lead the acquisition process for assigned proposals, ensuring timely submission, managing all components of the process, including but not limited to the following.
- Serve as proposal lead as assigned or support designated proposal manager, ensuring support/engagement of technical sector specialists, grant finance officer, and other key departments in project design.
- Prepare/write grant concept papers, proposals, and budgets for World Vision's partnership and major donors
- Participate in project design, implementation, and evaluation in collaboration with the sector advisors, operations team, and Quality Assurance department.
- Work closely with the Grants finance team on all proposal budgets to ensure a rational and harmonized proposal budgets
- Work with the WVSS Program Quality and Strategy team to ensure that a monitoring and evaluation system is included in grant proposals. Assist QA as needed in setting up reporting templates and processes for developing a detailed implementation plan.
- Ensure engagement of key stakeholders (e.g. government ministries, communities, regional leadership, sector specialists, and program quality officers) in the proposal design process
- Ensure incorporation of internal and international humanitarian standards into all project designs in collaboration with sector leads and the QA department.
- Lead WVSS contributions on joint initiatives with partners. When necessary, lead WVSS efforts in forming consortia.
- Work closely with the finance department, quality assurance, sector teams, human resources, supply chain, and all relevant departments on all proposal budgets.
- Facilitate and share lessons learned in the proposal development process.

Post-submission:

- Follow up with donor(s) and partner(s) as necessary. For awarded grants, ensure a complete, smooth transition to project managers, which includes actively supporting the grant start-up process. If the proposal is denied, ensure a debrief from the donor and disseminate lessons learned to all relevant parties.
- Assist the WVSS People & Culture department by clearly communicating the project staffing/consulting needs after submitting a proposal.

Grant Start-Up

- Ensure program officers develop guidelines for grant start-up workshops
- Ensure program officers coordinate grant start-up with Support Offices, partners, and other key stakeholders.



- Ensure program officers assist the Operations Director in start-up workshops and any required training (e.g., donor requirements).
- Ensure program officers communicate the outcomes of grant start-ups to the donor and internal stakeholders.
- Ensure all involved staff have copies of the approved program design (narrative, log frame, monitoring and evaluation plan, budget) and grant agreement and that they understand donor regulations, reporting, and other requirements.
- Ensure the Human Resources department is aware of the staffing/recruitment plan
- Communicate outcomes of grant start-up to the donor and internal stakeholders.

Partnerships and Engagement

- Develop and maintain strategic relationships with major bilateral and multilateral donors, including EU, ECHO, USAID, BHA, UNHCR, UNICEF, WFP, UNDP, GAC, FCDO, Irish Aid, FAO, HPF and World Vision Support Offices;
- Coordinate with the operations team to host visits and respond to communication.
- Ensure that WVSS builds its reputation for integrity, expertise, and reliability;
- Maintain WVSS master list of stakeholders contact information and update regularly;
- Coordinate information sharing among technical managers related to Cluster and other external engagements and maintain an archive of relevant evaluations and reports
- Ensure that WVSS is a thought leader in FSL and known for its health programming;
- Contribute to the development of communications and marketing materials when requested
- Lead the “partner of choice” initiative led by the GC team
- Contribute to the development of communications and marketing materials
- Lead external partner mapping exercise and ensure that results are incorporated into the program development strategy. To this effect, maintain a database with potential NNGO partners;
- Improved coordination and collaboration with functional directors in WVSS

Team Leadership and Risk Management

- Create performance agreements with each direct report, and conduct quarterly reviews and end-of-year performance appraisals;
- Provide guidance and direction to the team as required and establish team cohesion and growth, including the organization of capacity-building opportunities;
- Coach and mentor team in conducting assessments, setting personal development goals, and providing ongoing support on tools and relevant training resources/material;
- Lead recruitment of qualified project management staff.
- Ensure the Human Resources department is aware of the staffing/recruitment plan
- Assess the level of risks associated with program development and ensure sufficient alignment with relevant WV strategies at all levels,
- Lead the development, monitoring, and mitigation of key risks in resource acquisition, program development, and quality.
- Identify and implement continuous improvement processes for resource acquisition
- Collaborate with senior management and contribute to developing policies and procedures for RAP.
- Ensure compliance with administration policies and procedures.

Qualifications/Education/Knowledge/Technical Skills and Experience.

- Master’s degree in International Development, Rural Development, NGO Leadership, or a related discipline.
- Project Management pro
- Strong experience in managing staff, and partners and facilitating capacity building



- At least 10 years of field experience in a relief or development environment, with at least 5 years in a senior managerial role with direct reporting lines.
- Previous experience with successful multi-million-dollar program management and oversight (USAID, EU/ECHO, FCDO, GAC, DFAT, UN agencies).
- Previous experience in managing food security and Livelihood, WASH, Nutrition, Health, GBV/protection, and Education program
- Must have a clear understanding of the working of the major WV partners (USAID, EU/ECHO, FCDO, GAC, DFAT, UN, etc

HOW TO APPLY

Interested candidates (**South Sudanese Nationals only**) who meet the above criteria should submit their application, cover letter, and updated CV with at least three referees with their telephone as per the instructions below:

Interested applicants should apply through the link:

Advert Duration	29th August 2024 to 17th September 2024
Click this link/copy this to the browser & apply	https://worldvision.wdi.myworkdayjobs.com/WorldVisionInternational/job/Juba-South-Sudan/Program-Development-Manager_JR35051

The online open vacancy will automatically close on the date and time indicated. Any attempt to apply after the deadline won't go through.

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

World Vision is a child-focused organization that is committed to safeguarding all children as well as adult project participants and has zero tolerance for incidents of violence or abuse against children or adults, including sexual exploitation or abuse, committed either by employees or others affiliated with our work. Therefore, World Vision does not hire staff whose background is not suitable for working with children or vulnerable adults, even if their role does not interact directly with them.

Disclaimer: World Vision in South Sudan is a reputable organization that values transparency and fairness in its recruitment process and does not solicit any money for any job application. We encourage all job seekers to be cautious of any job ads that require payment or personal information upfront. If you have any questions or concerns about our job ads or recruitment process, please do not hesitate to contact us directly.