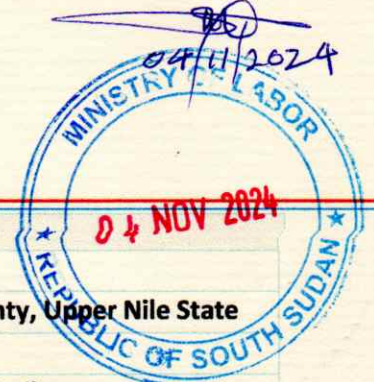


SO. H. 3
Approved by
S/inspector & Labour



VACANCY NOTICE

Job Title	Project Manager (1)
Location	Juba with frequent travel to Ulang County, Upper Nile State
Reporting to	Head of Programs
Duration	1 year (with 3 months of probation period)
Requirement	Include salary expectations in your cover letter

Organization View

AGENCY FOR CHILD RELIEF AID (ACRA) is a national Non-Profit, Non-Government Humanitarian Organization established by dedicated South Sudanese professionals. ACRA aims to offer sustainable livelihood opportunities to support and improve the lives of vulnerable children and populations in both urban and rural areas of South Sudan. The organization works to ensure access to essential services such as Child protection, Education, Gender-Based Violence (GBV) prevention and awareness, Safe Water Supply, Sanitation facilities, Sustainable Food Security & Livelihoods, Nutrition, and Primary Health Care services while upholding human rights principles and promoting peace and social well-being for all.

Vision: A society where children and vulnerable communities are empowered and equitably access sustainable livelihood opportunities.

Mission: ACRA mission is to provide Hope and Recovery to conflict and natural disaster affected children and communities through engagement in the sectors of Livelihoods, Environment, Education, Protection and Emergency Aid.

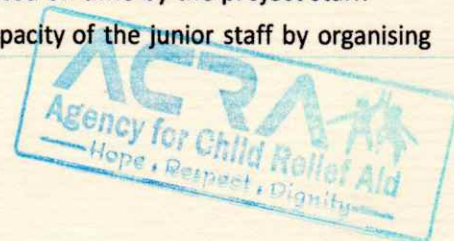
ACRA collaborates with GOAL to implement Transforming Household Resilience through Inclusive Economic Development (THRIVE), supported by funding from FCDO. The THRIVE programme aims to bolster resilience in conflict and climate affected communities in Greater Upper Nile (GUN). This includes Market Systems Development (MSD), Social Cohesion and Economic Empowerment, integrating Gender Equality, Social Inclusion (GESI) and implementing social behaviour change communication (SBC).

ACRA will carry out the project activities in Ulang County with technical support from GOAL South Sudan as the lead partner.

Roles & Responsibilities/Job Description

Project management:

- Participate in setting project targets in line with the overall strategic goal and outcome of the THRIVE Project.
- Develop detailed activity plan and manage implementation in line with project proposal activities and log frame guidelines.
- Ensure field activity reports are prepared and submitted on time by the project staff.
- Track opportunities to mentor, strengthen and build capacity of the junior staff by organising



trainings for support project staff and ensuring that areas of weakness are addressed through on-job and formal short-term trainings.

- Actively participate in direct supervision and ensuring adherence to THRIVE project delivery guidelines.
- Participate in cluster meetings in Ulang County and in any related forum/meetings at the County level and State level if required.
- Organise community feedback sessions to check on the beneficiaries' satisfaction and major community concerns.
- Identify, discuss and make recommendation to the obstacles, challenges and problems that affect community in the county.
- Conduct emergency surveys, needs assessments, and data information for on-going programming and contribute to concept notes and proposal developments.
- Manage project budgets to ensure appropriate spending in accordance with donor commitment and ACRA's policies.

Logistics:

- Work closely with the Logistic Department to conduct regular asset inventory and ensures proper maintenance of existing assets on ground as well as update the asset register.
- Adheres to Logistic/procurement proceedings through close tracking of agricultural inputs including seeds, WASH NFIs and other supplies in order to ensure timely requisition, procurement and distribution.
- Participate in procurement of items/goods and services at field level in coordination with ACRA procurement guidelines and in coordination with ACRA logistical staff at Juba level.

Staff management:

- Liaise with HR to ensure overall management of field staff by ensuring that they report and leave in time, time sheets are signed and submitted, performance appraisals are successfully done.
- Support the HR in field staff recruitment process.

Communication and documentation:

- Ensure accurate and timely communication among the field team and between Juba Office including reporting of activities in line with donor requirements and delivery of information as requested
- Ensure project activity pictures are taken and sent to programme team in Juba for documentation and reporting.

Coordination:

- Represent the organization in the field through coordinating with the local authorities and other stakeholders in Ulang County.



- Develop and maintain transparent and honest communication and relationships with stakeholders (beneficiaries, local government officials, RRC, UN agencies, INGOs, NNGOs at County level)

MINIMUM QUALIFICATION/EXPERIENCE

- Degree in Project Management or Public Health, Health Management or any other related field.
- At least 2 Years in professional experience in related field.
- Ability to develop implementation plans for project activities;
- A good understanding and experience of working with County Officials, State Ministry Officials, Donors and UN agencies and the health system in South Sudan;
- Strong oral and written communication skills in English and spoken Arabic is an added value.
- Experience in writing and reviewing reports.
- Proficient in computer programmes such as Word & Excel.
- Significant experience in and understanding of basic concepts of the fundamental project management processes: initiating, planning, executing, monitoring, controlling and closing

SKILLS AND ATTRIBUTES

- Excellent analytical and logic skills
- Self-starter and independent thinker and willing to follow instructions.
- Team player with friendly personality; able to build strong interpersonal relationships with the local communities.
- Able to work under pressure and with people from diverse cultures and backgrounds.
- Flexible work style and with an interest in being part of a dynamic and evolving team.
- Excellent oral and written communication skills (English and spoken Arabic).

WORK CONDITIONS

The position is Juba based with frequent travels to the field locations of Upper Nile State South-Sudan.

Applicants must have no history of violation of children’s rights or of Child abuse and sexual exploitation of any kind.

ACRA maintains a **ZERO TOLERANCE FOR SEXUAL EXPLOITATION AND ABUSE**, and enforces strict policies to protect children and vulnerable individuals.

ACRA adheres to stringent data confidentiality and protection regulations that govern research activities. All respondent is



	<p>required to sign consent forms before providing any information. Any personnel accused of misconduct will be promptly suspended and excluded from the program.</p>
STARTING DATE	<p>Immediately. Note that due to the urgent nature of the position, <i>the evaluation of applications will be on rolling basis</i> as we begin to receive applications and the position might be filled before the application deadline.</p>
SUBMISSION OF APPLICATION	<p>The Application can be submitted by email to jobs@acra-ssd.org</p> <p>Hard copy applications sealed in envelop should be submitted to ACRA Office in Munuki Block B, Juba City Council, next to St. John Church and JEDCO Munuki branch. Clearly indicate the Job Title on the back of the envelope.</p>
CLOSING DATE	<p>22nd November, 2024</p>
OTHER INFORMATION	<p>Please provide the following when applying for this post:</p> <ul style="list-style-type: none"> • Curriculum Vitae (CV) that contains details of your qualifications, experience, and present position current or previous position held, contact details and names of three references. <p>NB: DO NOT INCLUDE YOUR ORIGINAL ACADEMIC CERTIFICATES/ DOCUMENTS IN THE HARD COPY APPLICATION</p> <p>Female candidates are highly encouraged to apply Only short-listed candidates will be contacted.</p>

