

# Project Director, R-LIFE III

Location: [Africa] [South Sudan]

Town/City: Juba

Category: Field Operations

Job Type: Fixed term, Full-time

**\*Position is contingent upon funding and donor approval.**

**\*Please submit your CV in English.**

## PURPOSE OF THE POSITION:

The Project Director (PD) will be responsible for providing strategic leadership and overall management for the Bureau of Humanitarian Affairs (BHA) funded Restoring Lives of Families in Emergency in South Sudan (R-LIFE III) Project.

The objective of the project is providing life-saving assistance and alleviate suffering among conflict-affected, displaced, and at-risk populations in Upper Nile and Warrap (Tonjs) through WASH, AFS, Protection, ERMS, and Health interventions, and improve South Sudan's FSL humanitarian coordination. The PD will oversee program implementation including financial and human resource management. This position is responsible for ensuring high quality implementation of project activities, and financial management according to donor requirements and international accounting standards, and timely donor and other stakeholder reporting. The PD will be accountable for delivering all project results and will be responsible for producing high quality project deliverables. The PD reports to the Director of Projects and Partnerships and with matrix reporting to Zonal Program Manager, Upper Nile

## KEY RESPONSIBILITIES:

### ***Grant Implementation:***

- Direct and oversee the implementation of the grant, ensuring that the project's Ultimate, Intermediate and Immediate Outcomes are achieved.
- Lead stakeholders in participatory planning of project activity implementation, ensuring adherence to technical standards, best practices and donor guidelines.

- Establish and maintain effective project management tools for World Vision for standardized implementation planning, quality assurance monitoring, programmatic and financial reporting, beneficiary accountability, risk management, evaluation, and internal communication.
- Provide timely, high-quality and complete submission of work plans, quarterly and annual reports, financial reports and any additional donor required reports.
- Ensure grant management compliance for the project in alignment with donor and WV regulations.
- Ensure strong communication and coordination with all team members as a means to effectively achieve program objectives.
- Ensure effective liaison with local government officials, local communities, donor representatives and other stakeholders, making use of an appropriate accountability framework.
- Carry out additional responsibilities and projects as assigned, including administrative and planning functions.

***Staff Supervision and Management:***

- Supervise a project team with skills across a diverse set of technical areas.
- Develop and maintain an adequate human resource plan consistent with WV policies, donor requirements and local laws and ensure proper technical and operational capacity of staff to manage and implement project initiatives.
- Ensure competent and motivated staff are hired and retained.
- Conduct periodic reviews of staff performance in line with WVs performance management system, ensuring opportunities for staff feedback.
- Ensure proper technical capacity of staff is available by providing training and performance management to project staff.

***Budget Management:***

- Manage grant budget within approved spending levels and ensure accurate and timely financial reports to donors and key management staff at World Vision.
- In conjunction with Zonal Finance Manager and Associate Finance Director, ensure grant/project compliance whereby project expenditures are reasonable, allocable, prudent, and spent in accordance with donor rules and regulations to ensure compliance with external audit.

- Oversee supply and equipment procurement, acquisition, disposition, and management in compliance with WV internal and donor requirements.
- Liaise with host government officials, local communities, farmers, partners and other organizations as appropriate.

***Monitoring, Reporting, Documentation & Knowledge Management:***

- Maintain effective project quality assurance mechanisms, including monitoring system for tracking of project progress against indicators, activities and key project milestones, reporting, evaluation, and communication systems.
- Conduct routine visits to all project sites for purposes of monitoring and operational support.
- Submit timely accurate and quality reports that meet donor requirements.
- Develop Standard Operating Procedures for monitoring, reporting, documentation and knowledge management, including establishment of standard tools and systems for documentation and information sharing of project progress, best practices, lessons learnt and success stories.
- Ensure documentation of lessons identified, case studies and evidence of impact for reflection, learning and dissemination.

***Donor Relations:***

- Represent World Vision South Sudan in all BHA meetings in collaboration with Director of Projects and Partnerships to discuss all issues related to projects updates and grant management.
- Represent World Vision South Sudan at relevant meetings with the Government of South Sudan and other stakeholders to provide updates on project progress and communicate challenges of the program implementation.
- Maintain Communication with WVUS.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Minimum Master Degree in Social Sciences, Public Health, Engineering, Management, Business Administration, International Development or a related field or equivalent experience in grant management.

- At least seven years of experience in program management and administration, monitoring and evaluation system design, financial management, award cooperative agreement compliance and tracking project performance and costs.
- Proven ability to manage partnership relationships including effective coordination with host country government.
- Strong experience in managing Food Security and Livelihood programs, WASH, health, and protection.
- Experience and skills in partnership management, especially with the donors, private sector, NGO and local community organizations.
- Previous experience as PD or other similar roles is required.
- Has strong networking, team spirit, partnership, coordination and harmony skills.
- Experience adhering to the Red Cross and Red Crescent Code of Conduct, HAP-I Standard, ECB Good Enough Guide, Sphere Standard (Humanitarian Charter and Participation Standard), donor requirements and WV Humanitarian Accountability Framework.

***Preferred:***

- Familiarity with Government of USAID/ BHA grants regulations.
- Excellent capacity in facilitating training and preparing user friendly manuals and toolkits.
- Understanding of humanitarian relief, recovery and development work i.e. triple nexus in fragile contexts.
- Excellent networking, relationship building and people management skills.
- Ability to work in difficult, insecure and stressful conditions.
- Demonstrated ability to think strategically, manage to plan and meet deadlines.
- Prior experience with World Vision is a distinct advantage.

***Work Environment/Travel:***

- The position requires ability and willingness to travel up to 30% domestically to project sites; requires occasional international travel.

