

# Director of Projects and Partnerships, WV South Sudan

Location: [Africa] [South Sudan]

Town/City: Juba

Category: Advocacy

Job Type: Fixed term, Full-time

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

## **PURPOSE OF POSITION:**

To provide oversight to major multiyear projects and strengthening partnerships with donors and other key stakeholders. To develop and operationalise systems that promote integration and ensure timely, and effective implementation of projects. To oversee the implementation of systems and processes for the "Partner of Choice" program which is Part of Our Promise Strategic Initiative 3.2, for strengthening Field Offices' positioning with a wide range of key external stakeholders, including donors, governments, the UN and other bilateral and multi-lateral organisations, civil society and private sector. Strengthen holistic, organisation-wide approach to establishing impact-led, effective partnering.

The director will be working closely with the program development director and Operations Director.

Ensure projects comply with donor requirements and meet their expectations and to influence and promote coordination with key stakeholders.

## **KEY RESPONSIBILITIES:**

### ***Leadership and Team Management:***

- Create performance agreements with each direct reports, 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 about the staffing/recruitment plan.

***Project Management and Oversight:***

- Provide strategic and operational oversight of major bilateral and multilateral projects, ensuring mechanisms and tools are in place for effective/accountable implementation of projects (start and end on time, on target, and within budget).
- Develop a culture of excellence with regards to the planning and implementation of projects, including periodic and targeted reviews of challenging projects to ensure completion and optimum expenditure rates.
- Spearhead coordination between departments to promote information sharing, joint planning, and problem solving, especially amongst DM, M&E, and Technical Advisors to support operational effectiveness.
- Facilitate the operational effectiveness process to update tools including flowcharts and RACI (responsible, accountable, consulted and informed) for the project cycle management process.
- Ensure that each new project conducts a start-up workshop lead by the Program Manager/Project Director/project lead and supported by the PD team. Ensure all involved staff have copies of approved program design (narrative, logframe, monitoring and evaluation plan, budget) and grant agreement and that they understand donor regulations, reporting and other requirements.
- Ensure the HR department is aware ahead of time which staff to recruit for upcoming projects.
- Ensure regular, positive, and productive communication with respective donor representatives, the field, and partners regarding the implementation of program activities.
- Ensure on time submission of high-quality reports to donors.
- Monitor grant implementation and resource/fund utilization rates in conjunction with the Operations and Finance teams.
- Assist the field in accessing appropriate technical assistance for successful implementation of activities.
- Revise program documents as necessary and as requested and coordinate or complete approved grant amendments; Coordinate and/or submit grant amendments.
- Ensure sector advisors provide technical support to the Project Directors/ COPs and respond to technical support requests.

- Provide management support to project teams under his/her supervision.
- Strengthen the risk management on the portfolio touching on liquidity levels, audit implementations, recoveries from donors, & effective close outs.

***Partnerships and Engagement:***

- Represent and coordinate WVSS at national (Juba) level coordination meetings with donors, stakeholders, INGOs, local organizations, and high-level government officials. Provide updates on projects at coordination meetings. Provide key stakeholders with updates of meeting outcomes stakeholder priorities.
- Develop and maintain strategic relationships with major (government/private) donors during the project implementation, monitoring, evaluation and close-out including EU, USAID, BHA, UNICEF, UNDP, GAC, FCDO, HPF and World Vision Support Offices, including hosting visits and responding to communication. Ensure that WVSS builds its reputation for integrity, expertise and reliability.
- Coordinate and lead the submission of multiyear bilateral and multi-lateral project reports to donors and support offices.
- Maintain WVSS master list of stakeholder contact information and update regularly.
- Lead the “partner of choice” initiative led by the GC team.
- Ensure PD staff actively participate in relevant national networks, clusters and coalitions.
- Ensure that WVSS is a thought leader in FSL and known for its health programming.
- Contribute to the development of communications and marketing materials.
- Improved coordination and collaboration with functional directors in WVSS.

***Risk Management:***

- Assess level of risks associated with each project and ensure sufficient alignment with relevant WV strategies at all levels.
- Lead the development, monitoring and mitigation of key risks in program development and quality.
- Identify and implement continuous improvement processes for operations support.
- Collaborate with senior management and contribute to the development of policies and procedures for operations

support.

- Ensure compliance with administration policies and procedures.

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- At least 10 years field experience in a relief or development environment, with at least 5 years in a senior managerial role with direct reporting lines.

#### **Technical Training qualifications required:**

- 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), their requirements and standards.
- Ability to engage high level donors to influence funding priorities, strategy and policy.
- Ability to engage with governmental, NGO and other senior leaders on development issues and maintain effective partnerships.
- Experience in program leadership in fragile contexts.
- Strong project management skills, with oversight to project directors and chief of party.
- Must be able relate and represent WV to program partners, in a highly professional manner.
- Capacity building experience in project design, implementation, reporting, and evaluation.
- Computer knowledge including Word, Excel, Lotus Notes and Power Point.
- Excellent written and verbal communication skills in English, including report-writing and proposal writing skills.
- Good understanding of World Vision and Sphere relief standards.

- Knowledge of and adherence to the Red Cross and NGO Code of Conduct.
- Master's degree in International Development, Rural Development, NGO Leadership or a related discipline.
- Project Management pro.

***Preferred:***

- Strong experience in managing staff, partners and facilitating capacity building.
- Strategic thinking skill, strong in managing people and problem-solving abilities, networking and negotiating skills.

***Work Environment/Travel:***

- Field-Based (National office). The position requires ability and willingness to travel domestically and stay in different locations including camping if accommodations are not available.
- This travel will require up to 30% of the time.