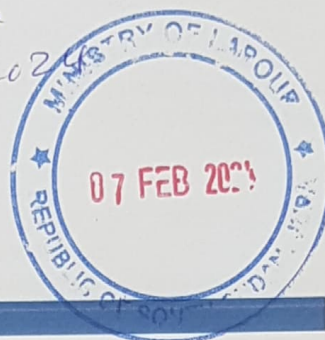


50-H-3
Approved by Senior Inspector,
MOL/RSS/NT
07/02/2024



Vacancy Announcement

Job Title: PROGRAM DIRECTOR
Duty Station: Country Office, Juba-South Sudan with Frequent Field Visit.
Supervisor: Executive Director
Date Posted: 07th Feb 2024
Closing Date: 29th Feb 2024

Background.

African Relief and Development Foundation, popularly known as ARDF is a National, non-profitable, non-governmental organization registered and recognized by Relief and Rehabilitation Commission (RRC) in the Republic of South Sudan. It was established since 2017 with an aim to provide development and humanitarian services to extreme communities affected by poverty and crises including hard to reach communities, and enhancing transformation of their lives, ensuring total health being for all. Currently ARDF is implementing Health, WASH, Protection and Food Security & Livelihood projects in Upper Nile and Northern Bahar El Gazal States.

General Purpose of the Role

The Director of Programs is responsible to support ARDF mission in the implementation, strengthening and monitoring of the country's programming aspect in line with ARDF's Country Strategy, plans and policies, and in strong coordination with the Executive Director and Technical Advisor. The Program Director supports ARDF South Sudan mission in Designing new program, implementation of new and ongoing projects, in coordination with ARDF's technical advisor and program managers, while contributing to regular engagement with local stakeholders and main donors at country level in coordination with the Executive Director.

Responsibilities & Tasks (Summary)

- Lead the development of ARDF 2025-2029 Country Strategic Planning.
- Take lead in the development of new concept notes and project proposals under supervision of the Executive Director and in collaboration with Technical Advisor
- Supervise, coordinate, and provide quality support to ARDF's program Managers.
- Ensure that the Program implementation meets the highest quality standards as per ARDF Quality criteria and donor requirements.
- Lead the country level resource mobilization processes.
- Coordinate and supervise the timely and quality submission of donor reports with the support of the Grants and reporting Manager and Executive Director
- Represent ARDF in relevant meetings.

Specific Responsibilities & Tasks



- Provides oversight of program budgets, work plans, forecasts and expenditures, ensuring spending is closely monitored and aligned to work plans, in collaboration with the Country Finance Manager and Executive Director
- Program development & quality control and reporting
- Guarantee the application of ARDF's procedures and donor rules for reporting and implementation, in collaboration with the Executive Director and Technical Advisor.
- In coordination with Executive Director, support in the management of Program budgets in line with donor and ARDF's guidelines, supporting budget and program revisions/realignments when necessary.
- Provide guidance and support to Program Managers and Field Project Coordinators on work-plans, budgets and spending, and monitoring of the implementation of activities and achievement of results.
- Ensuring that MEAL Policy and MEAL plans are implemented, and beneficiary accountability mechanisms are functional.
- In coordination with the Executive Director, ensure all reports are properly drafted, revised, and submitted on time to donors, Executive Director, and Chief Executive Officer
- Conduct regular field visits to provide support and supervision to technical focal points and other field staff.
- Continually reviews program performance to ensure that objectives are met according to program plans, log frames and agreements, and conducts regular program review meetings.

Program Strategy & Project Design

- Support the Executive Director in the development, implementation and review of the country strategy and providing updated information, inputs, and recommendation for new and on-going interventions in the country.
- Lead the design and drafting of new project proposals in coordination with Technical Advisor, program Managers, Field Project Coordinators, and Executive Director
- Lead country level fundraising efforts including but not limited to ensuring organization positioning/visibility, strategic partnerships, Lobbying and etc
- Monitor humanitarian crises in South Sudan, perform field assessments when necessary, and advise the Executive Director of potential response options
- Lead Quarterly Programme and Country Strategy review meetings

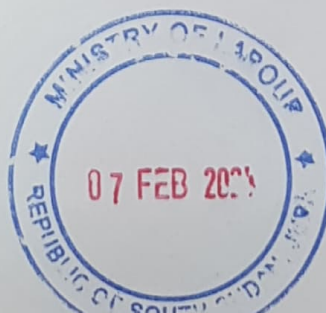
Representation & Coordination

- In coordination with the Executive Director, Technical Advisor and Program Managers, establish and maintain collaborative relations with donors, project stakeholders and other key actors working in the project areas.
- Ensure strong relationships are formed and maintained within cluster and coordination bodies in South Sudan. Proactively participate in relevant coordination meetings at national and ensure ARDF participation and leadership in coordination platforms at subnational level

Human Resource Management

- In line with ARDF's Policies and in collaboration with HR department, participate in the recruitment of the Program Managers and Project Coordinator, and other program-related staff as required.
- Be available to support and advise the Program Managers in their supervision of staff under their line management, as required and in coordination with the HR.
- Support the Executive Director in ensuring that staff respect ARDF's rules and regulations and adhere to ARDF's Mission, Values and Code of Ethics, in coordination with the HR and other relevant senior management members.

Mandatory ARDF Policies Compliance

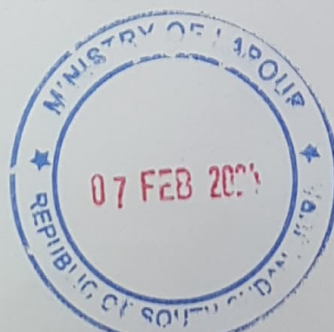


- **Standard of Professional Conduct:** ARDF and ARDF workers MUST adhere to the values and principles outlined in ARDF way standards for professional conduct. These are Faithfulness, integrity, Professionalism, governance, stewardship, Empowerment, and teamwork. In accordance with these value, ARDF operates and enforce policies on beneficiary protection from Exploitations and abuses, child safeguarding, anti-workplace harassment, and fiscal integrity.
- **Safeguarding policy:** ARDF has a zero-tolerance policy for safeguarding violations by staff, incentive workers, visitors, suppliers/
- sub-contractors. Safeguarding at the ARDF is integral to the organizational value and ethics and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuses, and harassment of any person linked to the program by its employees and any downstream partner.
- The successful candidate will be subject to a thorough background check and satisfactory references.
- **Gender Equality:** ARDF is committed to narrowing the gender gap in leadership positions. We offer benefits that an enabling environment for women to participate in our workforce including flexible hours (when possible), Maternity leave, transportation support, and gender-sensitive security protocols.
- **Equal Opportunity Employer:** ARDF is an equal opportunity employer. ARDF considers all applicants based on merit without regard to race, color, national region, religion, sexual orientation, age, marital status, Disability, or any other characteristic protected by applicable laws.

Required Education & Professional Experience

- Master's degree in any of the following field: Public Health, social sciences, Political Sciences, International Relations, Humanitarian and International Cooperation or equivalent experience.
- At least 5 years' experience in a similar level/position mainly focusing on programing with NNGO/INGO/UN Agency
- Demonstrated experience in program strategy, design, and implementation.
- In-depth knowledge of donors' requirements and proven experience in the management of funds from a variety of donors (preferably both humanitarian and development donors).
- Demonstrated experience in managing and working within large multicultural staff teams.
- Significant working experience at management level in humanitarian assistance or development-oriented programs within an international environment, preferably South Sudan.
- Experience in protracted conflict/post-conflict environments and triple nexus programming (highly desirable).
- Thorough knowledge of all the phases of Project Cycle Management.
- Demonstrated experience in project proposal writing
- Excellent communication skills (verbal and written), including experience facilitating and encouraging effective team communication and team working spirit.
- Ability to set high standards for quality of work and adaptability and flexibility in stressful environment
- Able to work in unstable, rapidly changing and insecure environment with basic living conditions.
- Ability to manage human, technical, administrative and financial resources.
- Strong leadership, contextual & analytical skills combined with demonstrated organizational, management and supervisory skills.
- Experience in external representation with government, donors and other stakeholders at both technical and policy level
- Proficiency in written and spoken English, knowledge in Arabic is advantageous

Essential Soft Skills



- Diplomacy
- Ability to delegate and work in a team
- Flexibility & adaptability to a changing work environment
- Stress management skills: ability to work under pressure to meet tight deadlines, with peaks of heavy workloads
- Self-driven/motivated and initiative-taking
- Strong organizational and problem-solving skills with analytic approach

How to apply

Application address

Please send your updated CV and a cover letter in English, detailing your motivation and how you meet the responsibilities and requirements to:

hr.recruitment@ardf-ss.org, and your email Subject line should be

“PROGRAM DIRECTOR – ARDF001-2024”.

The deadline for your Submission is **29th of February 2024, 2023 (16:30 CAT)**.

Application Submitted after the deadline will not be accepted.

Eligibility;

“The position is Open to only South Sudanese with the required qualifications.

Deadline for submission

The deadline for the submission will be 29th Feb 2024

Only applications submitted before the deadline will be considered for review.

Disclaimer

African Relief and Development Foundation does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.

