

Job Title	Integrated Programme Manager
Department	Programmes
Reports To (Function)	Director of Programmes
Location	Juba, South Sudan

PURPOSE:

The Integrated Programme Manager (IPM) is responsible for overall coordination of programme implementation and delegated responsibility for field delivery of high quality and accountable programming, in line with the strategic objectives of the ForAfrika South Sudan programme. The IPM will also lead humanitarian need analysis, developing and regularly updating the disaster preparedness plans and coordinating the response. The individual must be results orientated, highly self-motivated and have demonstrated analytical skills. The successful candidate will thrive in a multi-cultural environment as part of a rapidly growing and developing organisation and be personally committed to quality humanitarian action.

Key Responsibilities

Management of programme implementation

- As a member of Programme Management Team (PMT), will participate actively in team planning and team coordination meetings to ensure that the PMT is updated on the performance of projects and the technical support needs of the field;
- Participate in programme proposal processes, together with the technical teams, specifically to ensure proposal designs are aligned to context and meet requisite field needs;
- Ensure programmes are implemented in ways responsive to the needs of the communities, donor requirements and in line with ForAfrika principles, values and compliance procedures.
- Responsible for monitoring financial spending and ensuring project activities are implemented within scheduled timelines and with the agreed resources; coordinate timely review of account listings before finalisation of financial reports and lead the review of budget variance analysis (BVA).
- Monitor the preparation of timely and high quality progress reports, programme reports, and donor reports by Project Managers/Coordinators;
- Provide monthly and quarterly updates to Director of Programmes and PMT on the status of project implementation (targets, challenges, risks etc.) across all field locations.

Emergency response planning and management

- S/he will bear overall responsibility for coordinating ForAfrika's response to emergencies and population displacements across field locations. The emergency response will focus majorly on assisting displaced people in need of humanitarian relief assistance, especially emergency shelter/NFIs and WASH services.
- Collaborate with the Director of Programmes and Technical Leads in ensuring ForAfrika is prepared to respond to humanitarian needs by ensuring necessary supplies, tools, equipment, templates are ready at any given time;
- Lead, with the support of the Programme Development team, the design of evidence-based emergency response, using available studies, information, best practices and learnings;
- Represent ForAfrika and participate actively in relevant humanitarian coordination fora/mechanisms, particularly in the Shelter/NFI Cluster.
- In coordination with Technical Leads keep track of on-going emergencies across all sectors – floods, conflict, diseases epidemics etc.

Assessment, monitoring & evaluation and accountability

- Working with the MEAL Manager, carry out individual project activity tracking and results based monitoring of outputs and outcomes using standardized reporting templates/ formats, protocols, guides, dashboards and databases; ensuring contribution to the CO strategic objectives are well captured;
- Assess field reports to determine possible implications for implementation and agree on corrective action with appropriate project implementation staff;
- In collaboration with the Communications Manager and the field MEAL Officers, support project teams to generate impact and/or Most Significant Change evidences in form of stories, photos or digital videos.
- Analyse programme management reports, baseline and end line evaluation reports, assessment reports, project routine monitoring data to generate evidence for reporting, decision making, improvement of approaches and demonstrating progress on the CO strategic plans;
- Establish community complaints and feedback mechanisms in all ForAfrika projects. Ensure that accountability to beneficiaries becomes a core element and success indicator for all projects. Support the MEAL manager to increase awareness and capacity of all staff on accountability through induction, training, coaching, informal support and in other ways as identified;
- Perform regular visits to field to ensure that planned activities are implemented as expected, ensure quality adherence, undertake verification of reported data, ensure M&E activities are being implemented effectively by those involved and produce related monitoring reports as well as ensuring documentation of implemented activities through sign-up sheets, activity reports, training reports, photograph, GPS coordinates, etc.



Staff management, mentorship and development

- Provide line management leadership to Area Managers, MEAL Manager and second level supervision to Programme Coordinators;
- Define expectations and ensure that all programme staff understand and are able to perform their role in project implementation. This includes establishment of clear, measureable objectives, ongoing feedback, periodic reviews and fair and unbiased evaluations;
- Incorporate staff development strategies and oversee completion of development plans by key staff.

Qualifications and competencies

- A Master's degree, or equivalent, in a relevant field (International Development, Project Management or one of ForAfrika's programming areas – public health, disaster management, food security livelihoods, WASH, education);
- Proven experience and strong knowledge of the project cycle management, with thorough understanding of project quality frameworks; experience designing programme M&E plans and logical frameworks and monitoring their implementation according to industry standards;
- Leadership capabilities that includes coaching staff to high level of performance and engaging in effective cross-cultural and cross-functional working to achieve shared goals and effective indirect line management;
- Good interpersonal skills with demonstrated ability to train others, harness cross-functional contributions from colleagues in other locations, being able to effectively employ face-to-face, telephone, Skype, email and other electronic communication with internal and external colleagues;
- Excellent presentation and communication skills, experienced networker with ability to develop strategic partnerships with field-based donor representatives and government authorities at various levels;
- Familiarity with SPHERE standards, Durable Solutions Framework, Code of Conduct for Red Cross/ Red Crescent, Humanitarian Accountability Partnerships (HAP); other international humanitarian standards;
- Capacity and willingness to be extremely flexible and accommodating in difficult and sometimes insecure working circumstances



We are committed to a work environment that respects the dignity and worth of everyone and offers equal opportunity. ForAfrika operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment and Bullying.

How To Apply: All interested candidates should send their CV's to recruitment.sa@forafrika.org

Closing Date: 16 December 2022

- **Disclaimer Clause:**
This job description is not an exhaustive list of the skill, efforts, duties, and responsibilities associated with the position.