



POSITION: Head of Programme

REPORTING TO: Head of Mission (HoM)

REMUNERATION: Negotiable

LOCATION: Juba, South Sudan with frequent travel to field locations

START DATE: ASAP



Background

Nonviolent Peaceforce (NP) is a dynamic, international non-governmental organization. We work to reduce violence and protect civilians in countries affected by violent conflict and its aftermath through the implementation of unarmed civilian protection programming. NP implements programming through the deployment of civilian protection teams to the field and is continuing to scale up to meet the growing needs of the communities we serve. Programming is founded on unarmed civilian protection and is thematically focused on protection in displacement, child protection, gender-based violence protection, inter-communal violence reduction, social cohesion and civic engagement.

About the Role

The Head of Programme (HoP) joins the Head of Mission (HoM) and Director of Operations (DoO) to provide co-leadership for all existing and emerging programmes in South Sudan.

About You

The HoP is responsible for ensuring the country programme is coherent, well-planned and in line with the NP's global mandate. Together with the HoM and the DoO, the HoP will continually monitor and assess the South Sudan programmes to ensure their effectiveness and adherence to agreed programme deliverables, budgets and general commitments. In this context, s/he will provide operational, strategic planning and budget related support and guidance to the programme staff to implement civilian protection and violence-prevention programming for those affected by violent conflict in South Sudan.

Key Objectives/Responsibilities:

A. Commitment to NP Principles

- a) Demonstrate a commitment to NP's mandate and principles.

- b) Maintain a positive image of the organization.
- c) All NP employees are expected to work in accordance with the organisation's guiding principles:
 - Nonviolence
 - Direct Action
 - Radical Connection
 - Process-oriented
 - Independence
 - Non-partisanship
 - Redemption and Healing
 - Pluriversality
 - Accountability

These principles and beliefs shall guide our actions and relationships in protecting civilians in violent conflicts through unarmed strategies.

B. Program implementation and Management

- Oversee the Program Team responsible for direct program implementation.
- Provide technical direction to NP team, and ensure high technical quality program implementation.
- Coordinate and line manage Senior Program Manager, Program Development Manager and program advisors who lead NP project implementation (activities, budget and project documentation) in line with proposals, strategies and donor requirements.
- Provide regular progress reports to HoM and the Senior Management Team, highlighting operational successes and challenges.
- Ensure that projects target beneficiaries most in need of protection, explore and assess new and better ways to assist.
- Develop and manage project budget, in cooperation with HoM, Senior Management Team and Program Managers.
- Together with the Monitoring and Evaluation (M&E) advisor ensure that the program teams are collecting and analyzing information to inform programming.
- Oversee any technical program support staff, support the development of technical tools for program teams and participate actively in relevant technical working groups in the country.
- Act as a budget holder for program budgets, in coordination with DoO and ensure that donor budgets are followed and modified as needed. Engage in the budget monitoring process and ensure that forecasting is done promptly and accurately.

C. Grants Management and Donor Engagement

- Act, along with the Head of Mission, as a key communications focal point for donor engagement. Maintain donor relationships and ensure that all communication is professional and timely.
- Oversee the Grants/Program Development team and ensure that all grants management processes are conducted on time. Ensure the involvement of program staff in grants management processes as needed.
- Oversee grant reporting and other donor submissions, including situation updates, context analysis, etc.
- Ensure all donor compliance requirements are being met and coach members of the programs team in order to ensure they are aware of and complying with donor rules.

D. Program Development and Strategic Direction

- Contribute to the development of country strategies, initiate and participate in the development of relevant NP projects.
- Lead on strategic program development, producing new ideas and concepts for Unarmed Civilian Protection work in South Sudan.
- Engage with donors on new programming, tracking trends in the donor environment and seeking out opportunities for NP in South Sudan.

- Lead proposal development processes for new programs and required revisions, ensuring the production of high-quality concept notes and proposals.
- Engage in NP global program discussion and activities and contribute to the global development of Unarmed Civilian Protection programming.
- Act as a member of the Senior Management Team, support the strategic vision of the NP South Sudan program.

E. Leadership and Management

- Nurture a positive supervisory culture in NPSS and support the development and roll-out of policies and procedures as needed.
- Coach program staff on management skills and provide oversight on HR and management issues that arise in the field teams.
- Provide regular support and supervision to the line-managed staff, including guidance in formulating individual work plans on a weekly and monthly basis.
- In coordination with the HoM and HR, facilitate line-managed program staff's performance evaluation based on agreed project work plans and deliverables, and/or job descriptions.
- Identify staffing needs within the program team, ensure proper budgeting for needed staff and in coordination with HoM, lead recruitment hiring and training processes for new program staff.
- Ensure capacity building of project staff and transfer key skills.
- Support the development of the capacity and responsibilities of NP national staff in South Sudan.

F. Representation and Communication

- Represent Nonviolent Peaceforce in relevant coordination, advocacy and governmental meetings/fora as needed.
- Enhance NP's profile among relevant stakeholders, including donors, government actors, civil society and other NGOs.
- Support programmatic input into relevant advocacy efforts, whether in-country or at a global level.

Person Specification

A. Education, Knowledge and Experience

- University degree desired (but not required), preferably at Master's level or equivalent in social sciences, international development or related area of studies.
- Minimum 5 years experience in a senior humanitarian position, with line management and project management responsibilities.
- Previous experience from working as a manager in a complex emergency context.
- Previous experience working with Unarmed Civilian Protection.
- Experience working in complex and volatile contexts.
- Demonstrated experience in engagement and building relationships with armed groups, military and with local and national government officials and NGOs.
- Demonstrated ability to analyse conflict, security and political contexts.
- Proven experience in successful donor fundraising and grant management, including proposal development for institutional donors.
- Understanding of conflict and peace-building concepts and international human rights and humanitarian law.
- A strong understanding of the political and security context in South Sudan.
- Strong communication, coordination and interpersonal skills.

- Knowledge about own leadership skills/profile.

B. Context/Specific skills

- Fluency in written and spoken English.
- Good analytical and communication skills, written and oral.
- A positive problem-solving approach.
- Enthusiasm to learn and apply new skills.
- Good interpersonal and cross-cultural communication and teamwork skills.
- Ability to work under pressure and under difficult conditions.
- Knowledge context in South Sudan and the region.
- Experience with start-up or expansion of new programmes.
- Advanced computer skills, especially in Word, Excel, PowerPoint and Outlook.

C. Other Specialized Requirements

- This position will have to travel to field sites, including locations with limited access to communications.
- NP missions are often in a complex security environment where conditions change rapidly, the ability to manage in insecure environments is essential to success in this position.

Special Notice

Nonviolent Peaceforce acknowledges the duty of care to safeguard and promote the welfare of employees, contractors, volunteers, interns, beneficiaries, and other stakeholders and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practices in the Humanitarian and Development sector.

How to apply

Interested applicants should submit the following by e-mail to ireti@ngorecruit.com quoting reference number:

- A CV in word or PDF format (please include 3 references).
- A 1-page cover letter outlining how your skills and experience align with Nonviolent Peaceforce's mission and the unique qualities you will bring to this role.

Application Deadline: 10 May 2024

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted. For more information about Nonviolent Peaceforce, visit their [website](#), [LinkedIn](#) and [Twitter](#) account.