



JOB DESCRIPTION

Position: Protection Programs Director

Location: Juba, South Sudan

Starting date: immediate

Duration: 6 months with option to extend

CONTEXT

IsraAID is a non-profit, non-governmental and apolitical humanitarian aid agency dedicated to supporting populations in crisis around the world. Founded in 2001, the organization has responded to crises in 49 countries. Today, its operations span across 18 countries and a wide number of different sectors of expertise from both the humanitarian aid and international development arenas.

SUMMARY

The primary function of the Program Director is to support the Country Director in providing technical oversight to all projects and supervise the implementation of protection programs. As part of the senior leadership team, the Program Director also plays an active role in planning, designing, implementation, supervision, expansion/development and administration of overall country programs in collaboration with the country senior leadership team, in addition to program development and reporting responsibilities. The Program Director will be based in Juba and will conduct visits as needed to field sites.

The Protection Program Director will be in charge of designing a concrete implementation plan with national partners in each location, including realistic indicators and activities. He/she will then be responsible for monitoring and evaluating the different activities. This will include professional support to national partners in management of protection programs (i.e. GBV, Child Protection and Psychosocial Support).

Programs provides hands-on experience and expertise in the development of innovative programs and initiatives. The department combines management and oversight with department development. Inline with IsraAID's global strategy the programs department will build the department vision, guide the development and implementation of sectoral programs while providing supervision of on-going programs in the field as well as new emergencies.

RESPONSIBILITIES

1. Program Management in close coordination with CD

- Ensure that all programs, projects and activities are designed and implemented according to pre-established IsraAID's and international programmatic protocols, guidelines and standards, and ensure that program planning and implementation are conducted in accordance with core ethics of intervention
- Proactively oversee all projects in country through all components of the project management cycle working closely with Protection managers to identify areas for quality improvement
- Ensure that all programs, projects and activities have clear and realistic objectives (Ultimate goals, outcomes, and outputs), identifiable direct/indirect beneficiaries, and



have a concrete, realistic and impact-oriented implementation plan (utilizing Project Management tools);

- Ensure effective monitoring and evaluation processes and procedures are followed for each program, projects and activities for the effective and ethical implementation of programs according to the set strategic planning, in cooperation with the M&E Office, all heads of departments and managers;
- Ensure a proper risk assessment and mitigation strategy is developed for each program, project and activity and constantly monitored;
- Ensure the implementation of budgeting strategies and effectively monitor budget implementation against programmatic targets;
- Ensure the gradual and effective capacity development in program implementation of all programmatic staff in close coordination with the Capacity Building & Partnership Director.
- In collaboration with the M&E Officer, Protection Managers, finance department and Country Director, oversee the collection and timely reporting of all programs according to internal and donor requirements, ensuring strict compliance with donor contract requirements/reporting deadlines

2. Professional Technical Support to Staff and National Partners.

- Lead the development of Standard operating procedures, guidelines and all technical documents setting Protection standards (GBV & CP)
- Work closely with, and provide technical guidance to, the Capacity Building & Partnership Development Director. Jointly develop a Capacity Development Plan and Strategy for IsraAID staff and National Partners
- Provide on-going technical support, on-the-job training, and oversight to all senior program staff and national partners in the following fields:
 - i. General Child Protection;
 - ii. GBV ethics;
 - iii. Case management (with a particular emphasis on cases involving children under 18 and Family Tracking and Reunification);
 - iv. Resilience-based approach.
 - v. Psychological First Aid/Psychosocial Support
 - vi. Community-Based Prevention and Response
 - vii. Accountability for Affected Populations, gender sensitivity, environment marker, gender marker, working with people with disability, HIV/AIDs mainstreaming, protection mainstreaming etc.
- Determine training needs for program staff and facilitate the participation of these staffs in necessary trainings in order to build capacity and increase job responsibilities.

3. Strategic Planning:

- Ensure the effective **implementation of the yearly strategic planning** for the all programs department, whole office and for each department (using existing protocols and guidelines, and updating them when necessary) – including GBV & Child Protection
- With the Country Director lead the technical development of concept notes, project proposals, budgets, donor reports, and communication materials to expand the program portfolio of the mission



- Accompany IsraAID's national partners in the design and implementation of a coherent and realistic Protection Response Strategy in the areas of operation, taking into account the needs on the ground, IsraAID's mandate and capacity as well as donors' requirements
- Conduct ongoing strategic Protection analysis and lessons to contribute to program experience and design
- Monitor humanitarian crisis in South Sudan in collaboration with the Program teams, performing field assessments when necessary, and advise CD of response options

4. Administrative and financial management:

- Ensure all budgeting and administrative requirements (including procurement) related to the programs are met in a timely and effective fashion;
- Ensure all data collection, reporting mechanisms, including finance and procurement and procedures are operational, effectively used and followed;
- Constantly coordinate with finance department about budget planning, monitoring and reporting and monitor program spending versus program goals and timeframe;

5. Representation & Coordination with external partners

- Ensure that all program decisions are taken in accordance with existing donor/international community and coordination mechanisms;
- Strengthen the visibility of IsraAID's programs within UN/International community and coordination mechanisms and forum;
- Ensure non-duplication of programs with other partners operating in same locations and in similar sectors of activity;
- Ensure projects are implemented in constant coordination with national and international partners
- Attend coordination meetings, sector working group meetings relevant to country programs, including (but not limited to) Protection, GBV, CP, and PSS.
- Participate in coordination meetings with partners.

6. Working Relationship and staff management

- Reporting to IsraAID's Country Director on a weekly basis on data, activities, achievements, challenges and recommendations for program improvement;
- Maintain regular communication with Country Director, other Senior Management Team members and field-level senior staff to ensure program activities and objectives are achieved
- Work with Country Director, Logistics officer, and Finance Director to ensure the coordination of timely delivery of program supplies and expenses are within budget
- Ensure, with the CD, that all project reports are completed, submitted and the verification of submission shared with the regional desk; projects Kick-off meetings are planned, organized, and held with all aspects of project planning and implementation and completed are carried out
- Manage and oversee programs team, including protection managers, case management officer, social workers, coordinators and M&E officer
- Manage programmatic staffing



- Ensure that all staff respect security requirements related to each program, project and activity.
- Ensure application and compliance of all security protocols and policies

7. Understanding of Political Context and Dynamics

- South Sudan is a very challenging environment and it requires the Programs Director to have a solid understanding of the political context, including security and economic situation as well to develop and maintain constant rapport with key national and international stakeholders. Skills needed include:
 - i. Ability to develop and maintain solid and long-lasting relationships with relevant national authorities;
 - ii. Ability to develop and maintain solid and long-lasting relationships with community-based networks;
 - iii. Ability to develop and maintain solid and long-lasting relationships with international partners and donors;
 - iv. Ability to understand and navigate among a complex NGO/UN/Donor landscape and to enhance the visibility of IsraAID's programs and model in such environment;
 - v. Solid knowledge and understanding of the UN system and procedures is preferred.

8. Compliance & Ethics

- Promote and encourage a culture of compliance and ethics throughout IsraAID. As applicable to the position, maintains a clear understanding donor compliance and ethics standards and adheres to those standards. Conduct work with the highest level of integrity. Communicate these values to staff and to partners and require them to adhere to these values
- Understanding of and commitment to the following principles: cultural sensitivity, local ownership, sustainability, inclusiveness, local partnership, non-discriminatory, do-no-harm, and apolitical approach; codes of conduct against sexual exploitation and abuse; and against child exploitation and modern slavery;
 - i. Commitment to abide by IsraAID's and UN's codes of conducts and principles.
 - ii. Commitment to abide by IsraAID's security policy.

QUALIFICATIONS

Education and Experience

- iii. M.A level of academic background in psychology, social work or therapeutic fields;



- iv. Minimum of 5 years experience of working in protection settings offering psychosocial support, therapy and/or case management;
- v. Proven experience in implementing psychosocial program in context of developing countries, crisis zone or emergency settings;
- vi. Proven experience in protection program implementation, design, management and evaluation in humanitarian settings;
- vii. An excellent understanding of, and practical experience with program design tools (including logical framework and other management tools), Monitoring and Evaluations mechanisms (including Accountability and Learning mechanisms, e.g. knowledge management system), and Ethics in Programming;
- viii. Solid proven experience in developing effective mechanisms for service delivery in challenging environments, taking into account project objectives, implementation plan and monitoring and evaluation procedures (with a particular focus on stated indicators);
- ix. Knowledge and experience of emergency context, especially protection response in emergency settings – which include strong familiarity with the IASC guidelines for interventions in humanitarian settings;
- x. Strong experience with project management cycle;
- xi. Experience in directly managing and supervising a diverse and multinational staff;
- xii. Significant experience in proposal development, especially USG, EU and UN donors, and excellent report writing and editing skills;
- xiii. Familiarity with international humanitarian operations, coordination structures, and the mandates of donors, UN agencies, and NGOs;
- xiv. Must have an understanding of the emergency and development sectors and a demonstrated understanding of humanitarian principles;
- xv. Monitoring and evaluation experience is preferred;
- xvi. Knowledge and experiences of budget preparation, management and donor requirements, especially USAID/OFDA, ECHO and UN requirements a plus

Desired Skills:

- xvii. Ability to work independently in a very challenging environment;
- xviii. Demonstration of very structured organizational skills;
- xix. Excellent cross-cultural awareness;
- xx. Ability to relate to and motivate local staff effectively;
- xxi. Ability to exercise sound judgment and make decisions independently following consultative processes;
- xxii. Extremely flexible, have the ability to cope well with stressful situations, creativity and ability to work with limited resources;
- xxiii. Highly reliable, able to consistently meet tight deadlines;
- xxiv. Detailed oriented while still maintaining the bigger picture;



- xxv. Ability to live and work in a volatile and potentially dangerous environment;
- xxvi. Willingness to abide by all IsraAID South Sudan security and policy guidelines.

CONDITIONS

1. Based in Juba with frequent travel
2. Living accommodations, food, transportation is paid in South Sudan

To apply for this position, please send a resume and cover letter hr@israaid.org

