Job Specification: Project Manager: Capacity Building, South Sudan

Department: Programmes
Scale: PSM 4
Line managed by: Technical Operations Manager, South Sudan
Responsible for line managing: N/A
Location: South Sudan
Contract length: 9-month fixed-term contract (with the possibility of extension, subject to funding)

MAG's Vision: A safe and secure future for men, women and children affected by armed violence and conflict.

MAG's Mission: MAG saves lives and builds futures by working with others to reclaim land contaminated with the debris of conflict, to reduce the daily risk of death or injury for civilians, and to create safe and secure conditions for development.

Job purpose:

As part of its current Mine Action activities in South Sudan funded by the Dutch Ministry of Foreign Affairs, MAG is supporting the National Mine Action Authority (NMAA) to build its capacity and sustainability. The NMAA is South Sudan's national agency for planning, coordination and monitoring of mine action in the country. The main base is in Juba and there are three district offices in Yei, Wau and Malakal. Roles within the NMAA include both operational staff (QA and Risk Education) and administration (admin, finance, logs etc). There are currently gaps in staffing on both the operational and administrative side. The United Nations Mine Action Service (UNMAS) is currently providing significant support to the sector. In order to meet its Article 5 obligations by 2026, under the Landmine Ban Treaty, South Sudan will have a fully operational and properly resourced national mine action authority. Dedicated financial and capacity-development activities will support this goal to assist the NMAA to become self-sufficient. This exciting opportunity will be the first time MAG will second a staff member to work full-time with the NMAA year on year it is better able to meet the needs of the communities, which it exists to serve.

Job Description

Following on from discussions already held with the NMAA, the post holder will lead a formal assessment and identification of areas for development within the authority. To build a long-term, sustainable, national capacity, which is increasingly able to take on the management of the sector. In partnership with the NMAA and supported by MAG staff in country and globally, as well as other specialists as appropriate, the post-holder will develop, gain approval for, and implement a culture- and gender-sensitive training plan in response to the identified needs. This will speak to staff at all levels of the organisation.

The Project Manager: Capacity Building will:

(1) Manage the relationships relevant to this project with key stakeholders in the NMAA and elsewhere, to ensure participation at appropriate stages and levels throughout;
(2) Lead a needs assessment with the NMAA;
(3) Develop a clear plan for addressing those needs including annual planning with agreed identified milestones to measure and quantify progress;
(4) Deliver training, on the job coaching and mentoring directly, and facilitate and oversee the deployment of additional capacity where needed to ensure these needs are met;
(5) Commission, facilitate and oversee delivery of all UNMAS, GICHD and other planned technical and non-technical training with follow-up and on-the-job mentoring integrated into the training plans

It is envisaged that the training plan will include some or all of the following areas, as well as further work to be identified during the gap analysis:

External relationships, fundraising and communications

1. Effective coordination
2. Advocacy at all levels (e.g. chairman, directors, working level)
3. Contracting of other organisations (e.g. RFP development, assessing capacity, assessing proposals, operational management of contractors).
4. Website development and maintenance
5. Proposal writing

Administration and management

1. Strategic planning
2. Monitoring and evaluation
3. Project cycle management, including links to key dates and milestones for community, sub-district and district-based planning
4. Logistics & procurement
5. Administration & finance
6. Computer skills at various levels

Sector-specific

1. Information management – necessary skills for maintaining IMSMA core
2. DGPS training (NMAA has a DGPS).

All International staff are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes
- Undertake role in developing countries and areas in conflict where standards of living may be basic
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarise the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Person Specification

Essential Experience

- Five years' experience of managing capacity building activities in a humanitarian setting with government partners
- Five years' demonstrated experience in project cycle management/ annual planning including (but not limited to):
    - undertaking capacity needs assessments and gap analyses
    - developing and delivering gender-sensitive training packages and long-term, targeted and measurable capacity building strategies to staff at all levels and with varying degrees of experience and ability

  - leading on annual and quarterly planning processes and coordinating colleagues at all levels to ensure effective participation and buy-in
  - monitoring and evaluating project progress, measuring against agreed milestones and introducing adjustments to planning when needed/ advisable
- Demonstrated effective management of stakeholder relationships including government counterparts, other implementing partners, international donor organizations, UN bodies, civil society and private sector representatives.

Essential Skills, Knowledge and Aptitude

- Excellent English, spoken and written
- Ability to write clear and concise reports to a high standard
- Highly organised, with effective negotiation and influencing skills, tact and diplomacy

Qualifications

- BA in International Development, Management and Administration or other relevant disciplines.

Desirable

- Previous experience in the South Sudan is desirable but not essential
- This is not a technical role, so candidates are not required to be qualified in EOD; however some experience in or understanding of the Mine Action Sector would be an advantage.

Signed employee:	**Date:**
Signed manager:	**Date:**