



**JRS Job Description
INTERNAL ADVERTISEMENT**

Identification of Position

Job Title:	PROJECT DIRECTOR
Location:	Yambio, Western Equatoria, South Sudan
Closing Date - application:	24 th November 2017
Starting date - Work:	As soon as possible
Position opened to:	JRS current staff
Duration:	One year (renewable)
Salary Range & Benefits:	To be discussed with successful candidates

Position Requirements

Organizational Context:

Jesuit Refugee Service (JRS) is an international Catholic organization, with a mission to accompany, serve and defend the rights of refugees and forcibly displaced people. JRS has a priority to work wherever the needs of displaced people are urgent and unattended by others, and offers a human service to refugees and the communities through a wide range of rehabilitation and relief activities, many of which center around formal and informal education needs.

JRS Yambio is running educational and peace building activities for IPDs and the local community. JRS Yambio works in close collaboration with the Diocese of Yambio as well as other stakeholders.

Position Description

- JRS is seeking to recruit a suitable candidate for the position of Project Director. The Project Director oversees the overall planning, organizing & implementing, staffing, monitoring & evaluating activities of the project.

Key Responsibilities

- Supervises the human resources tasks such as recruitment & selection, pay & benefits, safety/security & health, appraisal, and training at the project level.
- Provides effective leadership to department coordinators, and ensure good team-work among them.
- Provides technical support to department coordinators in program implementation.
- Monitors the progress of project departments to ensure adherence to set targets and agreed implementation time-frame.
- Oversees the monitoring and evaluation of program activities of the project and review the result and take necessary follow-up actions.
- Ensures safety and security of staff and assets.



- Is directly in charge of the overall financial management of JRS funds, e.g. the maintenance of accounts; budget and cash flow; and financial reporting and recording.
- Oversees the procurement functions of the project in accordance with JRS guidelines and ensure of proper utilization of project assets.
- Ensures proper utilization of resources, including prompt accountability of funds and reporting by various departments.
- Keeps the Country Director informed on the activities of the project by providing relevant correspondence, reports and meeting minutes as well as by making regular contact.
- Is responsible for prompt submission of all JRS financial and narrative reports. Responsible for co-ordination and liaison between JRS and UNHCR, the parish and diocese/other agencies/local government/local communities/displaced camp community and schools.
- Represents JRS at Local level meetings with UNHCR, parish/diocese/local authorities/other agencies as and when required.

Qualifications & Experience:

Essentials:

- ✓ Graduate qualification in a relevant field and at least three years practical working experience in project management.
- ✓ Minimum 2 years' experience in managing people/teams.
- ✓ Minimum 2 years' experience of coordinating with the Local Catholic Church (at least parish level, desirable at diocesan level).
- ✓ Demonstrated experience and commitment to working with marginalized communities.
- ✓ Strong organizational skills.
- ✓ Strong analytical, strategic thinking and planning skills.
- ✓ Strong monitoring and evaluation skills/experience.
- ✓ Excellent analytical and reporting skills.
- ✓ Excellent knowledge of MS word/Office.
- ✓ Excellent oral and written English.
- ✓ Experience of work in multicultural teams in refugee/IPD settings.
- ✓ Ability to build effective partnership and collaborate with other team members.
- ✓ Ability to work under time constraints in hardship and stressful situations and meet deadlines.
- ✓ Patience, perseverance and ability to work in stressful environment and a simple lifestyle.
- ✓ Proactive and self-motivated.

How to apply:

Please send your **CV** and a **cover letter** that indicates what skills and experience you have that meets the criteria and your availability. The CV (maximum 3 pages) should include contacts (phone and email) for three referees. Kindly send the application to: southsudan.director@jrs.net and CC endashaw.debrework@jrs.net; giulia.mastrofrancesco@jrs.net

N.B: Applications that have not met these guidelines will not be considered. Only short-listed candidates will be contacted