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Department: Program
Position: Program manager infrastructure – South Sudan
Contract duration: 6 months renewable
Location: Juba – Bor – Minkaman – Maban / SOUTH SUDAN
Starting Date ASAP

I. Background on ACTED

ACTED is an international NGO founded in 1993 and headquartered in Paris. ACTED implement humanitarian and resilience programs through its offices in more than 32 countries worldwide, in Africa, Asia, Europe, Latin America and the Middle East. In South Sudan, ACTED maintains ten (10) offices including the country office based in Juba. ACTED is currently implementing a resilience response program in Minkaman and Bor.


ACTED is looking for civil and buildings construction technical persons with strong skills on adaptability, creativity and multi-tasking. ACTED infrastructure department and field team are undertaking a large scope of projects ranging from construction to general civil works scales and from residential to community usage.

II. Main responsibilities

- Implement construction projects including planning, design and execution
- Design and oversee technical details concerning building construction and rehabilitation (wood, bamboo and masonry structure)
- Ensure high quality project components as per design standards
- Manage construction team and mobilize rural communities when relevant
- Plan, prepare and lead best practices construction training and participatory workshops
- Oversee the work of Infrastructure team including Construction technical Assistant, Team Leader and Construction and Team Focal Point.
- Monitor and evaluate project progress and co-ensure efficient use of program resources

III. Qualification Required

1. Engineering, Architecture or related construction certification diploma
2. Specialization and/or relevant experiences in Disaster Risk Reduction/Mitigation (especially floods) will be an asset
3. 5-7years proven working experience, including 2 years minimum in development or emergencies context. Urban/site planning experiences or training will be an asset.
4. Design capacity. Excellent hand-drawing skills, CAD mandatory.
5. Excellent pedagogical skills in construction and capacity-building
6. Detailed oriented
7. Independent, team leader
8. Strong organizational skills – ability to coordinate and manage project activities

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9. Strong supervisory skills – ability to manage, guide and train technical staffs
10. Hard-worker and willing to assist other staff and hand-on construct as needed
11. Considerable communication and capacity-building skills
12. Experience working with an NGO
13. Excellent spoken and written English

IV. Job Duties and responsibilities

The Program Manager infrastructure will report technically and for coordination purposes to the Infrastructure Technical Coordinator and in the field administratively to the Area Coordinator. He/She will be in charge in priority of:

- Facilitate the daily implementation of program development, through conceptualization, design, proposal and program initiation, with a particular focus on constructions, sanitary facilities, other infrastructure, i.e. warehouses, offices, humanitarian hub compound and/or community centers, market and roads rehabilitation with an overall strategy of DRR, especially flood management, and an inter-sectorial approach.
- Line manage and trained all construction staff including construction officer(s), foreman (s), monitors, mobilizers and ensure their facilitation and mentoring in the transition from emergency approaches to the establishment of community development approaches and partnerships.
- Act as a liaison with local and regional officials, UN and NGO agencies in promotion of planning, coordination, and support for existing and developing new projects.

1. Ensure external representation of ACTED in relevant sectors


- Representation toward provincial authorities:
- Participate in technical and sectorial meetings to ensure visibility amongst and cooperation with the local authorities and implementing partners;
- vis-à-vis international organisations:
- Participate in technical and sectorial meetings and working groups involving NGOs and UN Agencies and all other inter-governmental institutions;
- Contribute to the creation of reports, ensuring the quality and accuracy of technical information provided as well as the confidentiality of internal information as required;

More generally, the project manager is expected to contribute to the creation of a positive image and overall credibility of the organization, notably through the application of ACTED's mandate, ethics, values and stand-point with regard to other actors.

2. Project Cycle Management

Project implementation:

- Plan the various stages of project implementation;

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- Guide the implementation of the project and the methods of follow-up;
- Manage project finances, logistics and materials;
- Liaise with all internal and external counterparts of the project;
- Assess the activities undertaken and ensure efficient use of resources;

Project reporting requirements:

- Set up a clear timeline of reports to be submitted to project Donors;
- Draft narrative reports and contribute to the development of financial reports through regular budgetary follow up; Draft program budgets and help evaluate financial program effectiveness.
- Ensure adherence to FLAT procedures.


More generally, communicate systematically to the Technical Coordinator and to the Area Coordinator on project progress and planning.

3. Provide Relevant Technical Expertise

- Ensure that technical quality and standards are considered during project implementation: Collect technical information and analysis associated to opportunities and risks;
- Support and coordinate with NGO's partners in the implementation of their infrastructure into the new sites and the Minkaman area. Identify relevant technical authorities and partners, and propose formal partnership and/or contracts.
- Undertake quality control:
Analyze technical added-value and project impact;
Set up technical evaluation exercises during and following implementation.

4. Oversee Project Staff and Security

- Guide and direct project staff:
Organize and lead project coordination meetings;
Prepare and follow work plans with each project member;
Ensure a positive working environment and good team dynamics (solve out potential conflicts);
Adapt the organigram and ToRs of project personnel according to the project development;
Undertake regular appraisals of directly supervised colleagues and pass appraisal forms to the Technical Coordinator and Area Administrator with recommendations (new position, changes to contract or salary etc.);
Ensure a building of capacity amongst technical staff in the relevant sectors.
- Contribute to the recruitment of local staff:

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undertake interviews to assess technical abilities of candidates.

- **Oversee staff Security:**

In cooperation with the relevant Security Officer, monitor the local security situation and inform the Area Coordinator or Area Security Officer of developments through regular reports; Ensure that security procedures are respected by each member of the project team.

5. Identify Best Practices and Lessons Learned

- Provide inputs for the design of technical manuals on approved and appropriate construction practice.

Collect information and tools employed for project implementation;

Draft memos detailing lessons learned and best practices identified during the project;

Communicate such information to the Technical Coordinator, to Regional Support Offices and to HQ Reporting Department.

V. Conditions:

- Salary defined by the ACTED salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus
- Additional monthly living allowance
- Free food and lodging provided at the organisation's guesthouse/or housing allowance (depending on contract length and country of assignment)
- Transportation costs covered, including additional return ticket + luggage allowance
- Provision of medical, life, and repatriation insurance + retirement package

VI. Submission of applications:

Please send, **in English**, your cover letter, CV, and three references to jobs@acted.org with the job offer reference as object of your email.

Ref : PMInfra/SSUD/SA