

Job Description and Person Specification

Job title	Head of Programmes
Date reviewed	June 2012
Purpose	To act as head of programme development and implementation in South Sudan.
Responsible to	Country Director- South Sudan
Working with	This post is a key member of RedR's team in South Sudan as a member of the Country Management Team.. The role also works closely with the Learning and Development team in London and International Programmes in London.
Responsible for	Training Team Leaders, national trainers, and Associate Trainers. Managing external relations related to the programme.
Location	Juba, with some travel to the field in South Sudan

RedR and the work we do

Every year, hundreds of millions of people around the world are affected by natural disasters and conflict. RedR is an international disaster relief NGO which saves lives by giving aid workers the vital skills they need to do their jobs to the highest possible standard. We train thousands of people each year in everything from providing emergency shelter to staying safe in the field, from project management after emergencies to essential water and sanitation skills and more. And we provide experienced, professional aid workers from our pool of 1700 Members to support emergency response and longer-term humanitarian programmes worldwide.

Background

In 2011 RedR UK established a country programme in South Sudan (Juba based) managed from Nairobi. The programme employs about 25 national and international staff and aims to provide training on staff capacity building practices to NGOs and Government in South Sudan. It comprises four training streams appropriate for humanitarian staff covering Safety and Security, Staff Welfare, Logistics and Operational Support and Humanitarian Practice. The Head of Programmes (HoP) is line managed by the Country Director and directly responsible for programme development and implementation, training team management, and activity implementation. In some circumstances the HoP may undertake a training role to support the programme. The post holder must be an experienced trainer and manager with a demonstrated track record of implementing, administering and developing training projects. The holder should also have experience of humanitarian action in complex environments ideally in East Africa, or preferably in South Sudan

Job Description

The list does not cover the full scope of tasks and responsibilities of the Head of Programmes (HoP), but serves to illustrate some of the areas of emphasis for the post.

Main Duties and Responsibilities

- Training Management– the HOP will implement all RedR South Sudan programmes as per the country strategy and training timetable. The HOP is to lead the development of any new training modules, collaborating with RedR's office in London. The HOP is responsible for all programme reporting requirements.
- Organising – develop systems to deliver training courses and workshops designed with the overall intention of improving the competence of relief workers in South Sudan. The HOP will ensure that materials and equipment for all training is available and functioning.
- Impact analysis – The HOP in close coordination with the training team leaders and Country Director, is responsible for programme monitoring and evaluation. As part of this the HOP will ensure that an appropriate data collection and collation mechanism to record participation, evaluation and impact analysis is maintained by the training team members.
- Leading the project team – The team comprises Training Team Leaders (TTL), and national trainers who are jointly responsible for facilitation of training sessions. The HOP is responsible for establishing and leading this training team into a cooperative and interactive unit. Team development and leadership is therefore an important component of the project and the HOP will be charged with implementing a capacity development plan for the national trainers.
- Project Marketing - The HOP will develop a proactive marketing strategy to ensure that NGOs make maximum utilisation of the training offered by RedR. The HOP supervises the work of the Marketing assistant, branding, development of case studies and ensuring the professional look of the training product.
- Networking and participating in coordination meetings – The HOP will engage in external coordination with UNOCHA, other UN agencies, counterpart NGOs and on-going project development forums.
- The post holder will be in charge of designing, maintaining and disseminating the training calendar and coordinating the use of Associate Trainers in the programme as needed.
- The post holder will also field and manage tailor made training requests from external organisations
- Administration including writing of project proposals and reports, financial management, etc. Though the Country Director is the budget holder this post is accountable for managing the project budget. The post holder will also be responsible for contributing to country level reporting and donor relations with regards to the project.

Other primary tasks

- Maintaining close collaboration with the Finance and Administration team.
- Any other tasks or duties as required by the Country Director or the organisation.

Person Specification

Essential

- Solid project management skills, including experience in preparing concept notes, proposal writing, budget monitoring and reporting and financial management procedures in general, and an understanding of institutional donor requirements
- Solid experience in training preferably in safety/security related subjects, and experience of leading training schedules.
- Demonstrated understanding of safety and security in the humanitarian sector through training experience or through research/ application in a previous role.
- Proven record of excellent people skills, including good communication and inter-personal skills
- Familiarity with humanitarian operations, backed up by relevant experience in complex emergencies.
- Degree in Education, or other relevant Social Sciences tertiary qualification. Other degrees or training qualifications will be considered if relevant work experience is applicable.
- Commitment to humanitarian relief and knowledge of the sector
- Excellent computer skills, with good knowledge of Microsoft Office applications
- Sensitivity to cultural differences and the ability to adapt to different contexts
- Fluency in written and spoken English
- Willingness and ability to travel within South Sudan

Desirable

- Previous experience of donors such as DFID, ECHO and USAID
- Working experience in East Africa or South Sudan

Contract Terms

Post	Full-time, unaccompanied
Period	Fixed term- up to 31 march 2013. Extensions are subject to further funding and performance
Salary	£27,000 gross p/a, plus £4,000 Hard to work allowance
Provisions	Rest & Recuperation, annual leave, shared housing
Other	As defined in our standard contract terms