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## European Commission (EC) Program Manager - Sudan



2341-16N09097



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Khartoum



09-Dec-15



2+ Years

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### PURPOSE OF POSITION:

Under the direct supervision of World Vision Sudan Operations Director, the Program Manager will be responsible for the management and implementation of European Commission (EC) funded WV Sudan Blue Nile State Small Scale Agricultural Productivity Project.

The Program Manager will also provide managerial and technical support for the planning, implementation, monitoring, reporting, and evaluation of other current or future WV Sudan EC Funded projects. He/she will also be the contact person for all WV Sudan EC funded projects as far as project implementation and monitoring details are concerned.

## **KEY RESPONSIBILITIES:**

### ***Coordinating Inception Period Activities:***

Conducting baseline survey to establish baseline values for measuring indicators on the basis of clearly identified and relevant farming practices.

Undertaking soil analysis in collaboration with Blue Nile State MoA in order to determine the need and viability of inputs such as fertilizers to be supported by the project.

Defining extension methods and approaches and agricultural packages to be applied in each project target locality.

Conducting market survey of local farm inputs and output market access in order to facilitate market linkage creation.

Assessing environmental impact of the project in order to incorporate risk mitigation measures in the project implementation actions.

Assessing the capacity of Agricultural Research Stations (ARSs) and Agricultural Development Centers (ADCs) in order to inform the capacity building plan for the same.

Conducting disaster risk assessment (DRA) to better understand the potential occurrence of droughts and floods and identify mitigation measures that need to be addressed by the project.

Selecting of target villages and beneficiaries in collaboration with key stakeholders and on the basis of agreed selection criteria.

Working closely with key government stake holders, Landell Mills EC Consultancy Firm, WV Sudan Blue Nile Program staff, WV Sudan Departments of Program Development and Quality Assurance (PDQA) and Operations, and Islamic Relief Agency

(ISRA), to refine the project proposal on the bases of the findings of the surveys, assessments, and analyses conducted in the inception phase.

### ***Implementation, Monitoring, Reporting, and Evaluation:***

In conjunction with WV Sudan Project Field Coordinator, WV Sudan Blue Nile Program Coordinator, ISRA, and WV Sudan M & E Coordinator, prepare project implementation documents (DIP, cash flow, procurement plan, and M & E plan) at the end

of the inception period.

Manage the implementation of the project according to approved objectives, plans of action, and budgets.

Monitor the progress of project implementation including the preparation of different internal and donor reports according to World Vision and EC reporting standards and agreed timelines.

Update project DIP and cash flows on a regular basis to reflect changes necessitated to be incorporated in to the project activities.

Work in conjunction with WV Sudan Food Security and Livelihoods Specialist to ensure quality standards for the management of the project are adhered to.

Working closely with the PDQA and Finance so that donor reports are prepared and submitted on time.

Ensure that lessons learnt are documented and are applied during the balance of the project life and incorporated into future proposal designs.

Coordinate the evaluation of the project impact during and at the end of the project.

### ***Financial Management and Compliance:***

Monitor and evaluate monthly expenditures in consultation with WV Sudan Grants Manager in order to take timely, corrective actions in conjunction with the Operations Director.

Ensure WV and the agreed EC financial systems and policies are adhered to.

Ensure compliance to internal World Vision Sudan and EC regulations in the implementation of the project.

Ensure project expenditures are within budget and in compliance with WV financial policy and EC financial regulations.

Ensure timely submission of variance explanations on budgets to Finance team and other relevant stakeholders.

Work closely with Finance team to ensure appropriate record keeping is maintained of all donor related vouchers, waybills, etc to facilitate the timely reconciliation and liquidations.

Ensure project implementation is in alignment with internal and donor financial and administrative procedures and policies.

### ***Provide Technical Support to and Build the Capacity of WV and Partners Staff:***

Provide leadership and support to program and technical project staff.

Manage Project Field Coordinator, Compliance Officer, and M & E Officer including performance management.

Ensure project staff get on the job coaching on project management.

Develop capacities of project staff and the staff of ISRA, a partner national NGO, ADCs, and ARSs to improve their work outputs.

### ***Coordination, Networking, and Donor Relations:***

Attend World Vision and ISRA joint project monitoring meetings.

Prepare draft agenda for the joint project monitoring meetings.

Record the minutes of the joint project monitoring meeting notes on issues discussed, conclusions drawn, and agreed action plans.

Do follow up on the implementation of the action plans agreed during the meeting.

Provide feed backs to the joint project monitoring team on the status of the implementation of the agreed action plans.

Liaise with Landell Mills EC (donor) consultancy firm and Technical Support Committee on project technical matters.

In conjunction with WV Sudan Blue Nile Program Coordinator, EC Project Field Coordinator, Blue Nile State MoA, ADCs/ARSs, and community beneficiaries to ensure effective, efficient, and sustainable implementation of the project.

Liaise with ISRA to ensure smooth implementation of the project, effective operation, management, and appraisal of project staff.

Ensure active community involvement in project implementation.

Host donor site visits in collaboration with WV Sudan Blue Nile Program Coordinator, Field Project Coordinator, and ISRA.

### ***Other Duties:***

Perform other duties as assigned by your supervisor.

Prepare project updates and share with WV Sudan Leadership as needed.

### **KNOWLEDGE, SKILLS & ABILITIES:**

A university degree in Agriculture or equivalent in a related field, a Masters' degree strongly preferred.

Minimum of 5 – 7 years of working experience in Project Management of which at least 4 years must be at the level of Project/Program Management of a mid-sized to large grant/food security and livelihoods sector of development interventions.

Relevant expat experience in fragile context will have an added advantage.

Experience with major donor budget preparation and management; experience in managing multiyear EC funded grant has an advantage.

Capacity building experience in project design, implementation, monitoring, reporting, and evaluation.

Computer competency including MS Word, Excel, and Power Point; experience of Lotus using Notes is a plus.

Fluent in the English language – written as well as spoken.

Cross-cultural sensitivity, flexible worldview, emotional maturity.



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