

## **Sudanese Red Crescent Society (SRCS)**

### **TERMS OF REFERENCE**

**Job Title:** Program Manager

**Gross Salary:** 1000 USD

**Net salary:** 750 USD

**Reporting to:** Secretary General, SRCS

**No. of Post:** 1

**Duty Station:** Khartoum with frequent travels to States.

**Duration:** One year Renewable

**Closing Date:** 28 July 2020

#### **Background:**

The Sudanese Red Crescent Society (SRCS) is a lead National society in providing quality humanitarian work, was established in 1956. (SRCS) was accepted into the Red Cross and Red Crescent Movement. (SRCS) a member of the International Federation of Red Cross and Red Crescent Societies (IFRC). The SRCS operates across the Sudan with 18 branches, more than 75 units and an active volunteer base of about 35,000.

The mission of (SRCS) is to Provide humanitarian aid services towards building secure and capable urban and rural communities through the transition to resilience, recovery, rehabilitation and development, in compliance with International Red Cross and Red Crescent Movement Principles and guidelines and in conformity with international human rights, through a sustainable development approach where environment conservation and rationalized use of natural resources are considered top priorities to help guarantee a safe global environment for future generations.

In 23 May, 2020, the Sudan Council of Ministers issued the decree No (179) by which a new Interim Central Committee for the SRCS was established with specific mandate to implement reform measures included in the decree.

For the success of such a huge reform endeavor, well planned, and carefully implemented strategic communication strategy is imperative.

#### **Overall Job Purpose:**

A program manager acts as a coordinator between multiple projects at a business or organization to be sure their benefiting each other and aligning with overall business goals. They are different from project managers because they do not directly over see individual projects.

#### **Specific Job Duties and Responsibilities:**

- Organizing programs and activities in accordance with the mission and goals of the organization.

- Developing new programs to support the strategic direction of the organization.
- Creating and managing long-term goals.
- Developing a budget and operating plan for the program.
- Developing an evaluation method to assess program strengths and identify areas for improvement.
- Writing program funding proposals to guarantee uninterrupted delivery of services.
- Managing a team with a diverse array of talents and responsibilities.
- Ensuring goals are met in areas including customer satisfaction, safety, quality and team member performance.
- Implementing and managing changes and interventions to ensure project goals are achieved.
- Meeting with stakeholders to make communication easy and transparent regarding project issues and decisions on services.
- Producing accurate and timely reporting of program status throughout its life cycle.
- Analyzing program risks.
- Working on strategy with the marketing team

**Minimum Qualification, Skills and Experience Required:**

**Qualifications and Experience**

- University Degree in Emergency management, Security, or other relevant field from a recognized University
- Eight (10) years' experience in media relations, PR and communication
- Demonstrated knowledge and use of participatory communication and community participation methodologies.
- Proven skills in communication, networking, advocacy and negotiations.
- Ability to organize and implement training, including development of curricula and methodologies.
- Ability to express clearly and concisely ideas and concepts in written and oral form.
- Strong computer skills particularly Microsoft Office and data analysis packages.

### **Skills and knowledge**

- Familiarity with emergency management including key national partners and their respective areas of work and expertise
- Demonstrated experience managing complex projects with multiple stakeholders in a fast-paced, high pressure environment
- Excellent time management skills and email management skills, including the ability to manage and stay current with a heavy volume of email inquiries
- Excellent communication skills, particularly the ability to communicate precisely and efficiently via email and phone with stakeholders from all background and levels of expertise
- Commitment to promoting collaboration and teamwork across organizational boundaries, and maintaining high standards for work products.
- Comfort with use of multiple software and communication tools and systems
- Excellent interpersonal & communication skills
- Fluency in English and Arabic oral and written is required.
- Presentation skills
- Willingness and ability to work in unstable environments and adhere to SRCS security policies

### **Key Behaviors & Abilities**

- Ability to Apply Technical Expertise
- Maximizes use of resources to meet standards
- Ability to live and work under hardship condition with limited resources
- Demonstrate good organization capabilities
- Punctual at his/her duty station
- Respectful and willing to support others
- Confident in carrying out his/her tasks
- Ability to work independently and effectively as a member of team.
- Demonstrate commitment to SRCS core values and policies•

### **Required Competency**

- Communication
- Teamwork & Collaboration
- Result Orientation
- Analytical Thinking
- Technological Awareness

Interested candidates are invited to send their Application, with their CV, copies of certificates (in PDF) should be sent directly to [www.sudanjob.net](http://www.sudanjob.net) or [job@srcs.sd](mailto:job@srcs.sd) only short listed candidates will be contacted for interviews. All inquiries should be addressed

directly Sudanese Red Crescent Society (SRCS). Closing date will be on day: **28th /July/2020**. Any application after this date will not be considered