

Position: Programme Manager for Peace Village Kuron



The Holy Trinity Peace Village Kuron (HTPVK) is looking for a dedicated **Programme Manager** to fill a vacancy from July 2012. HTPVK was started in 1999 as a demonstration farm by Bishop Paride Taban, the first Bishop of the Catholic Diocese of Torit. In February, 2004, when he retired from administrative duties and became Bishop Emeritus, HTPVK was established as an exemplary Village where people from different tribes, nations and religions live and work together to promote peace and development in their surrounding villages. HTPVK is a registered Non-Profit Organisation under the Catholic Diocese of Torit. The village is situated remotely in Kauto Payam, Kapoeta East County, Eastern Equatoria State in the Republic of South Sudan along the road from Narus to Boma. The HTPVK is running various projects in the field of agriculture, education, health and peacebuilding while constantly maintaining and upgrading its infrastructure and service delivery.

Tasks and responsibilities:

- Become a key member of the HTPVK's management team
- Responsible for overall programme management which includes implementation and monitoring of projects/programmes and activities of HTPVK
- Maintain excellent relations with funding partners, donors, government officials and friends of HTPVK
- Be the lead person in fundraising activities and proposal writing while consulting programme staff for their input
- Ensure timely preparation of project reports
- Ensure the introduction of a reporting and monitoring system for all the departments
- Work closely with the financial administrator and the human resources manager to ensure the smooth running of programmes and projects
- Ensure the maintenance of all records, accounts and books
- Ensure compliance with donor's policies, criteria and procedures
- Supervise other programme staff; provide training and technical guidance in their work;
- Perform other related duties as required.

Skills and requirements:

- University degree in one or more of the following disciplines: economics, agriculture, international affairs, business administration, social sciences, development studies or a field relevant to development work.
- Five or more years of work experience with at least two years of experience managing multiple projects preferably in a non-profit organisation
- Proven ability to write successful proposals
- High personal integrity, motivation and very good social and verbal skills
- Ability and willingness to work as part of a management team without daily supervision to:
 - Work in a transparent and collegial manor involving project managers
 - Define work goals and devise plans to attain them.
 - Delegate work appropriately to team members.
 - Follow up on issues and actions to ensure that objectives are achieved.
 - Analyse potential problems and make recommendations in a proactive manner.
- Very good oral and written skills in English
- Be a leader by example
- Experience with designing and setting up management procedures and enforce them
- Willingness to live and work in a remote area with Internet access, but no telephone coverage except for emergency use of Thuraya satellite phones
- Willingness to work in a team with people from various backgrounds and to meet deadlines under pressure from various donors or project emergencies
- Very good computer skills: especially Microsoft Word, Excel pread sheet
- Ability and willingness to train other staff in designing and formulating projects
- Ability to attend to problems and to solve conflicts quickly

Applications and position:

- Kuron Peace Village is an equal opportunity employer of men and women and offers competitive compensation based on qualifications and experience and provides opportunities for professional growth.
- More information on Kuron Peace Village is available at www.KuronVillage.net.
- The deadline for applications is midnight, Sunday, May 6, 2012.
- Applications should be e-mailed to KuronPeaceVillageHR@gmail.com.
- Applications should include a letter explaining why and how you believe you can help the team at Kuron Peace Village and a Curriculum Vitae with at least 3 references with names, positions, e-mail addresses and phone numbers for each reference.
- If possible, at least one reference should be a supervisor from a current or former employer.
- Selected applicants will be required to take a written test on a computer in Juba or, if necessary, another location.
- Final candidates will be invited to Kuron for final interviews.
- Staff accommodations in Kuron include electricity, showers, satellite Internet access, shared satellite television and movies, and the option to use the guest house dining service.