



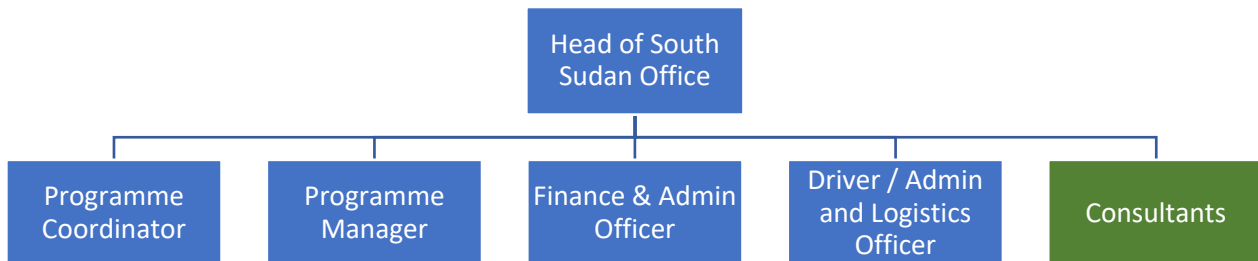
Rift Valley Institute Job Description Head of South Sudan Office

Title of position: Head of South Sudan Office (HoSSO)

Employment type: Permanent contract, fulltime employment

Location: Juba, South Sudan, with regional travel

Reporting Structure: This role reports directly to the Executive Director (ED) and manages staff and consultants in South Sudan and transregional projects.



Key Working Relationships:

- Interacts regularly with the Executive Director and Heads of Finance and Organisational Development
- Collaborates with the finance team in the development and management of budget and financial reporting
- Works closely and Collaboratively with all RVI Programme Managers and is a member of the Management Team.
- Engages externally with RVI donors, partners and stakeholders in South Sudan and beyond as required.
- Engages with transregional programmes and partners beyond South Sudan

Scope of the Role

- Is the representative of RVI and leads RVI's development strategy in South Sudan, Sudan and through transregional programmes.
- Manages relations with consultants and researchers working with RVI in South Sudan
- Accountable for ensuring RVI complies with all legal and financial regulations in South Sudan.
- Responsible for the security and safety of the South Sudan staff and office.
- Overall responsibility for managing RVI's South Sudan programmes, and accountable to donors, researchers, and partners.
- Promotes RVI's visibility in South Sudan
- Manages the performance of staff in the South Sudan office and their development.
- Actively engages with donors to raise funds for the South Sudan programmes
- Manages a functional office that meets the needs of the Institute in South Sudan.
- As requested, takes on cross-organisational responsibilities particularly relevant to RVI's work in South Sudan.

- Contributes to organisational leadership and decision-making as a member of the Management Team and collaborates with Executive Management Team on specific issues.
- Supports the overall advancement of RVI's strategy in particular by scoping opportunities in Sudan, contributing to the regular review of strategy and effectively inputting to annual plans and review processes.

Responsibility for Resources:

- Financial oversight of all RVI South Sudan projects and two trans-regional projects.
- Manages South Sudan staff and office.
- Manages consultants.

Job Purpose

The HoSSO leads in the development, management and implementation of projects in South Sudan, Sudan and regionally that support the delivery of RVI's development strategy, its commitment to original and ethical research, its support for African researchers and voices, and access to public information. The HoSSO deploys the resources of the Institute in a way that maintains RVI's reputation for excellence and reliability as a partner in development and ensures the safety of staff and assets.

KEY RESPONSIBILITIES

Programme Development and Management (60%)

- In collaboration with RVI staff and Fellows, identifies areas where RVI's distinct competence can contribute towards positive changes, developing research, education and public information activities that further the aims of the Institute in South Sudan and elsewhere in the region. These currently include:
 - South Sudan programme: overall management and development of RVI programmes in South Sudan, in collaboration with relevant staff.
 - Cross-regional projects: overall management of the X-Border and Just Future transregional consortium projects.
- Work with RVI colleagues to promote strong collaborations, synergies and joint activities among projects and partners in South Sudan and in other countries where RVI works.
- Strengthen existing partnerships and collaborations and develop new ones with organizations and individuals in ways that further the aims of the Institute.

Resources and Financial management (10%)

- Manage, monitor and administer project budgets, with support from finance staff in South Sudan and the RVI finance team.
- Provide timely and accurate narrative and financial reports to funders according to agreed schedules.
- Ensure projects are staffed with staff holding the right skills and experiences for the effective and timely delivery of projects.
- Oversee the financial management of the office, including preparation and management of the office budget, expenditure authorisation, monthly financial and narrative reporting, including security reports, and Sudan and South Sudan programme reports.

Personnel and Office Management (10%)

- Heads the RVI office with responsibility for its smooth operation
- Manage, recruit and deploy staff and consultants to ensure the effective and timely delivery of projects in SS in line with labour regulations and good practices
- Manage the effective onboarding of new staff and separation processes of staff departing from the organization
- Support the professional development of RVI staff through regular appraisals, performance reviews and identification of training needs and opportunities, in collaboration with the Head of Organisational Development

- Oversee the administration of the Juba office and presence in South Sudan, including ensuring the Institute is registered, tax compliant, and legal agreements with the relevant government ministries are in place and up to date.
- Ensure logistical and organisational support is in place for RVI South Sudan staff, and visiting staff and consultants in South Sudan

Security Management (5%)

- Oversee management of security for RVI consultants and employees in South Sudan.
- Monitor security in South Sudan and maintain contact with the RVI security focal point in Nairobi.
- Ensure consultants and visitors receive security briefings on arrival in South Sudan.
- Ensure RVI security guidelines are adhered to and are up to date.
- Monitor RVI staff and consultants engaged in projects outside Juba, in cooperation with RVI security focal point.

Public Relations and stakeholder engagement (5%)

- Represent RVI in meetings with donors, governments, and international organisations and institutions in the region.
- Develop RVI's network of contacts and relationships with organisations and individuals in the country and elsewhere in the region
- Promote RVI and raise its profile by participating in public events, seminars, conferences, and official functions.
- Engage directly with donors to maintain and develop regular sources of funding.
- Contribute to RVI's database of contacts including partners, donors and institutions of relevance.

Education and Training and Public Information (5%)

- Work with the RVI Education Manager in the organisation of RVI courses on South Sudan and Sudan, including annual field courses and bespoke courses
- Support the development of training courses for early career researchers in South Sudan and in collaboration with other RVI training courses
- Support the development of access to public information, including the dissemination of RVI's research, through platforms such as the annual Juba Lecture Series and the Rift Valley Forum.
- Support and develop RVI's long term work with the South Sudan National Archives.
- Identify opportunities for the publication and dissemination of RVI's work.

Knowledge Management (5%)

- Document projects through regular reporting in ways that promote best practice and learning within the Institute, including written content for the RVI website regarding the Institute's activities in South Sudan.
- Monitor political, social, humanitarian and security developments in South Sudan and international engagement and policy towards Sudan.
- Produce updates and briefings on political and social developments in the country for RVI reports.
- Assist with the creation, testing, revision and updating of manuals, templates and guidelines related to the areas of responsibility outlined in this job description.

The responsibilities of the role may change over time which require changes to the job description. Any proposed changes will be discussed in advance.

PERSON SPECIFICATION

Values

- Commitment to RVI's values, vision, aims and ways of working.

Knowledge & Qualifications

- Master's degree in international development or a relevant discipline
- Proven knowledge of the South Sudan operating context

- Proven knowledge of managing research projects

Experience

- Experience in senior management and leadership roles
- Successful track record of managing large donor funded projects
- Experience in a flexible and participatory approach to management
- Experience of prioritising a high workload and multiple tasks in a fast-paced environment with tight deadlines
- Track record of successfully working with national researchers and research institutions
- Experience managing national and international consultants working in Juba and globally.
- Experience in mentoring and supporting the professional development of staff.

Skills & Abilities

- Ability to manage people through regular and annual performance and development review management
- Proven ability to build positive and collaborative relations with consultants, partners, donors, academics, and communities etc in South Sudan.
- Create a positive, open working environment with room for growth for all the staff.
- Build positive, open communications with colleagues in other offices – seeks opportunities for cross-collaboration with other programmes in South Sudan and elsewhere
- Ability to work in another regional language—French, Arabic, Somali, Amharic or Swahili—would be an advantage.
- Willingness to travel.