



How to Apply for this Job

Background on Tearfund

Who we are: We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves. Restoring those relationships is key to how we work, and we want to see change that is economic, material, environmental and spiritual. We are courageous, truthful, compassionate, servant-hearted and Christ-centred; values that are at the heart of Tearfund.

Our vision: To see people freed from poverty, living transformed lives and reaching their God-given potential

Our mission: We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty.

Our values: We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

Tearfund's Application Process

If you would like to apply for a job, please visit our website at www.tearfund.org/en/get_involved/jobs/. From there you can [search for vacancies](#), choose the relevant area of work (e.g. Disaster Management / HR, Finance & IT) and then find the vacancy that interests you.

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading through this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact recruitment@tearfund.org.

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

Job Profile

Job Profile

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|----------------|--|
| JOB TITLE | Cash Programme Manager |
| GROUP | International |
| TEAM | South Sudan, East and Central Africa |
| LOCATION | Juba with frequent travel to field locations |
| RESPONSIBLE TO | Deputy Country Director (Programmes) |

PART 1 – JOB DESCRIPTION

1. JOB OVERVIEW

The Programme Manager (primarily with Cash Programming) is responsible for managing market-based projects in support of the Response Manager and Area Coordinators through the managing and capacity building national staff, coordinating and managing project implementation, monitoring and evaluation of project activities, delivering quality and accountability commitments and supporting in the production of internal and external narrative and financial reports.

2. POSITION IN ORGANISATION

- Grade: 4
- May deputise for 3
- Reports to the Deputy Country Director Programmes
- Direct Reports: Line manages project implementation staff
- Dotted Line relationship with Global Cash Advisor

3. ORGANIZATIONAL REQUIREMENTS

- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children and vulnerable adults in accordance with Tearfund's safeguarding Policies.
- The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:
 - To model godly leadership in all aspects of character and conduct.
 - To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.
 - To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Beliefs statement.
 - To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.
 - To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
 - To provide support and spiritual encouragement to staff and colleagues, in line with biblical principles.
- The post-holder will be expected to behave in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.

4. KEY RESPONSIBILITIES

4.1. PROGRAMME STRATEGY

- Provide the local information to the Senior Management Team as part of the programme's strategy development process for use in the Programme Framework (PF)
- Ensure that Tearfund's purpose, values and the programme objectives are communicated amongst staff to create mutual understanding and ownership and facilitate input from staff in the strategic planning process

4.2. PROJECT / SUPPORT FUNCTION MANAGEMENT

- In collaboration with the Global Cash Advisor:
 - Ensure the sound implementation of Cash based interventions implemented by Tearfund and partners.
 - Ensure the sound implementation of smart card pilot projects.
 - Design and implement a work plan to build partners' capacity on cash based interventions
 - Explore possibilities for cash based intervention in South Sudan in line with the Tearfund Cash approach
 - Communicate within the organization and externally about issues of good practice
 - Conduct regular visits to project implementation areas to advise and support field staff with the identification and solution of technical issues.
 - Support the GIC strengthening the relationship with other relevant partners joining possible consortia
 - Support the GIC to draft concept notes, proposals, and reports including budgets and any required supporting documentation, while ensuring donor guidelines are followed, in close coordination with the ACs and field staff to meet identified needs and strengthen local capacities within the sector.
- Monitor the humanitarian situation in the project area, making detailed reports and within the agreed country programme strategy propose recommendations to Tearfund management team regarding community needs, vulnerabilities/capacities and suggested responses.
- In collaboration with working groups, UN clusters, local authorities and community representatives, undertake detailed analysis and design appropriate project interventions to meet needs and strengthen local capacities. Actively engage with other humanitarian actors currently implementing interventions to ensure coordination and harmonisation of approaches where appropriate.
- Ensure the planning of safe delivery and distribution to beneficiaries, including advising on and adhering to standard operating procedures (SOP), safety and security measures and training staff on SOP and safety and security measures.
- Liaise with Logistics, Finance and other departments continuously to identify and plan the support needed for implementation of projects, advising on procurement needs as appropriate.
- Assist with the design and writing of project proposals for donors (including budgets), providing the Deputy Country Director with high quality project baseline, monitoring and evaluation information in terms of contents and presentation.
- Manage the implementation of project activities to achieve project goals and objectives including designing and implementing relevant indicators, monitoring and evaluation systems and frameworks (including ongoing market analysis and price monitoring, expenditure tracking and impact assessment methodologies) in addition to supporting mid-term reviews in accordance with Tearfund and donor requirements.
- Conduct regular visits to project implementation areas to advise and support field staff with the identification and solution of technical issues.
- Participate in project evaluations and assist in the analysis of results.
- Coach and capacity build project and partner staff across sectors in quality project cycle management including programme design, embedding Tearfund's Quality Standards, monitoring & evaluation.
- Administration of workshops, trainings and meetings that are hosted as part of the project
- Participate in knowledge and information sharing within the programme.
- Identify, document and disseminate relevant project learning within the programme
- Actively engage in collaboration with other internal staff/departments on issues and activities that may not necessarily be specifically required under the Job Description but which are of interest to the post holder to achieving the position's objectives.

4.3. CORPORATE POLICY AND COMPLIANCE

- Responsible for ensuring understanding and compliance amongst project staff to security and health and policy, and any accidents or potential incidents are recorded
- Responsible for compliance amongst project staff with the procedures set out in Tearfund's Disaster Management System
- Responsible for induction of project staff, ensuring their familiarity with Tearfund's mandate, values, Quality Standards, policies and programme objectives and their individual responsibilities in upholding these standards and policies.

- As a member of the Operational Programmes' Team and in conjunction with the HR Manager, ensure local recruitment for project implementation is consistent with Tearfund HR recruitment policies, the legal context and local practice
- In conjunction with the Finance Manager, ensure project financial management is in accordance with Tearfund financial systems and policies
- In conjunction with the Assistant Logistics Manager, ensure logistics systems are understood (procurement, transport, storage, communications, estate / buildings management, asset management etc.) by project staff

4.4. TEAM MANAGEMENT

- Provide leadership to the project team, ensuring clarity over plans and priorities, encouraging effective team-work
- Provide supervision, guidance and monitoring for project staff, ensuring clarity over project plans and priorities and encouraging effective team work
- Ensure Tearfund's performance management system is effectively implemented with objective setting, probationary reviews, regular catch-ups, 6-monthly performance appraisals and exit interviews carried out for project staff
- Support the implementation of Tearfund's staff development policy, including personal development planning, in a way that is consistent and transparent
- Provide spiritual and pastoral support where appropriate

4.5. EXTERNAL REPRESENTATION

- Ensure Tearfund's representation and active participation at State and national level cash working group, coordination meetings and project related cluster meetings among the humanitarian actors in S. Sudan.
- Build positive local working relationships with local communities, district government officials, local churches, UN and where appropriate, donor representatives
- Work independently and with other agencies to build local community acceptance of Tearfund and other humanitarian agencies

PART 2 – PERSON SPECIFICATION

JOB TITLE: CASH PROGRAMME MANAGER

| | ESSENTIAL | DESIRABLE |
|---------------------------|---|--|
| QUALIFICATIONS | <ul style="list-style-type: none"> • Degree and/or equivalent qualification in relevant sector | <ul style="list-style-type: none"> • Masters degree in development, humanitarian practise, project cycle management or relevant discipline |
| EXPERIENCE | <ul style="list-style-type: none"> • Substantial experience in <ul style="list-style-type: none"> ○ Proven Cash Transfer Programming experience in project management and implementation ○ Monitoring & Evaluation ○ Reporting to donors and internal • Proven experience in <ul style="list-style-type: none"> ○ Strategic planning ○ Staff development and capacity building ○ Designing and conducting market assessments • Proven team management in humanitarian environments with successful examples of local staff management. • Successful experience of project cycle management, especially in complex environments • Proven experience of operating in insecure environments | <ul style="list-style-type: none"> • Working to SPHERE standards, People In Aid and Red Cross Codes of Conduct • Experience in finance, procurement, logistics and systems • Proposal development experience • Experience implementing projects in an East African context • NGO experience |
| SKILLS/ ABILITIES | <ul style="list-style-type: none"> • Analytical and problem solving skills • Excellent English written and verbal communication skills • Computer literate • Organisational and administrative skills • Negotiation and representation skills • Ability to lead, participate and facilitate in collective staff prayer and bible studies | <ul style="list-style-type: none"> • Training and mentoring skills |
| PERSONAL QUALITIES | <ul style="list-style-type: none"> • Committed Christian with a personal relationship with God • Committed to regular Christian fellowship with other Christians • Christian motivation in relation to injustice and serving those in need. • Emotionally & spiritually mature • Understanding and sensitivity to cross cultural issues • Commitment to accountability to beneficiaries and transparency, showing dignity and respect, and demonstrating listening and understanding • Flexibility, ability to remain calm under pressure • Willingness to travel and live in basic conditions | <ul style="list-style-type: none"> • Networking skills • People developer and motivator |