

## POSITION OPENING

### PROGRAMMES MANAGER – SUDAN COUNTRY OFFICE

#### **Background:**

Sayara International ([SAYARA](#)) is a global development organization that specializes in rigorous research and innovative programming in conflict-affected and transitioning societies. Founded in 2004 and with more than 250 staff worldwide, [SAYARA](#) is a leading organization providing services monitoring and evaluation, sociopolitical analysis, strategic communication, governance, countering violent extremism, disinformation, migration, and youth and education. Our strength comes from our adherence to our core values, our unparalleled expertise in research methodologies, the context-specific experience of our team members. We constantly innovate to create research designs that are customized to answer our clients' questions.

[SAYARA](#)'s Sudan Country Program operates from Khartoum, Sudan and is part of the East and Horn of Africa Regional Program. The regional team conducts projects in Djibouti, Ethiopia, Kenya, Somalia, and Sudan and delivers services to clients around the world, including the United Nations (UNDP, UNOPS, UNFPA, UNHCR, UNICEF, UN Women), the European Union, governments (US, UK, France), universities, international NGOs, and other major donors. Headquartered in the Washington, DC region with local offices in Kenya, Sudan, Afghanistan, Lebanon, Colombia, and France, [SAYARA](#) is responsive to client needs in complex environments through local expert knowledge and an ethical, evidence-based approach.

#### **Position Description:**

Under the overall guidance of the Sudan Country Director and the Regional Director for East and Horn of Africa, and working closely with [SAYARA](#)'s HQ, the Programmes Manager (based in Khartoum) is responsible for managing the implementation of the [SAYARA](#)'s programs in Sudan.

S/he will provide day-to-day management of projects within the Sudan portfolio, supported by the Country Director and the Regional Director as well as the HQ. S/he will guide staff to facilitate harmonization of activities with clients and other stakeholders to maximize results. In addition, s/he will take a holistic view of the programmes across Sudan and ensure effective design, delivery, management, administration and staff support. S/he will report directly to the Country Director. S/he should have a proven track record of taking ownership of all aspects of project management including writing proposals, implementing budgets and workplans, directing fieldwork, managing staff in the office and the field, documenting program progress and processes, and maintaining positive relations with clients and staff.

The programmes manager will have the following responsibilities:

**Programmes Management – Financial, Administrative and Human Resources:**

- Undertake day-to-day management of programs in both substantive and operational issues ensuring optimization of human and financial resources and nurturing a culture of results with highest performance standards;
- Manage budgets and facilitate budget approvals and revision processes as per SAYARA policies and procedures;
- Assign duties to staff, oversee workloads, and provide ongoing support to ensure that staff have the tools and capacities necessary to succeed
- Ensure appropriate programmatic and accounting documentation as required by SAYARA and preparation of required financial reports. Facilitate transparent financial management that is able to stand up to regular audits and evaluation;
- Approve requisitions, and follow up on purchase orders and payment requests in SAYARA systems and other relevant systems such the client systems, and ensure monthly delivery of programmes outputs;
- Prepare work plans, produce timely reports – financial and progress reports – as required by HQ and client reporting systems;
- Ensure that SAYARA rules and regulations concerning finance, procurement and human resources are adhered to with the close collaboration with the operations manager and,
- Support an environment of learning for staff within the programmes.

**Programme Planning and Implementation**

- Attend project meetings, both in person and remote
- Prepare progress reports for clients
- Prepare other articles, reports, and presentations
- Develop the necessary strategic documents concerning programmes planning and implementation, such as policy papers, concept notes, etc.;
- Work with the Country Director and Regional director to establish and update office management policies, processes, and reporting systems
- Develop Terms of Reference for programmes consultants/experts hired on a short-term basis and ensure proper delivery of technical services and submission of technical and other reports;
- Ensure proper coordination of the programmes implementation among implementing partners and with government ministries and administrations;
- Ensure the timeliness and quality of program outputs as well as timely preparation of reports on achievements and challenges faced within the project;
- Ensure delivery of resources and results according to planned targets;
- Ensure compliance with client contract and donor agreements;
- Promote identification and synthesis of best practices and lessons learned for organizational sharing and learning.

## **Management of Research Programs**

- Lead, plan, coordinate assigned projects in a timely manner
- Draft concept notes and inception reports; Conduct desk reviews as needed
- Supervise fieldwork (KIIs, FGDs, etc.), collect and analyze data on a backup basis
- Train and supervise field teams
- Work in a team to write analytical reports
- Support proposal development
- Manage preparation of research instruments: Key informant interviews, Focus Groups Discussions Guide, Survey Questionnaire, M&E Frameworks
- Maintain accurate records

## **Representation and Resource Mobilization:**

- Establish and maintain strong partnerships with clients and stakeholders (government, UN agencies, NGOs, CBOs and donors);
- Attend client meetings and maintain positive, effective communication with clients under the supervision of the Country Director and Regional Director
- Attend area seminars and other meetings as necessary
- Support mobilization of resources from different partners, including the preparation of strategies, programmes briefs and project documents, organization of donor meetings and possible field visits;
- Extract lessons learned to support programmes improvement
- Perform other duties as assigned by management.

## **Desired Qualifications:**

- Minimum Master's Degree (BA with significant relevant prior experience may be considered) in social science, political science, international affairs, development, or other relevant field
- Experience conducting fieldwork and applying research to support practical outcomes
- Experience writing user-friendly, evidence-based reports for use in development programs
- Experience in monitoring and evaluation (humanitarian work and/or development programs)
- Ability to work independently and with minimal supervision and to consistently meet deadlines.
- Ability to work long-hours when needed and to take on tasks that may be outside of the express terms of reference.
- Strong commitment to high quality work and integrity in all interactions
- Excellent interpersonal skills and the ability to engage appropriately with various audiences
- Professional English language writing skills (a writing exercise will be part of the interview)

**Location & Travel:** SAYARA seeks a candidate who will be willing to move to Khartoum (Sudan). Travel throughout the country may be required.

**Duration:** The Programmes Manager will be offered a one (1) year Employment Contract, with a four (4) month probation period and the option for renewal, based on the discretion of, and mutual agreement between SAYARA and the Programmes Manager.

**Application Process:** Please submit your detailed CV with up to date contact information, as well as a list of any professional publications via email to [Jobs.sdn@sayarainternational.com](mailto:Jobs.sdn@sayarainternational.com). Please make sure to submit your application before Thursday , 21<sup>st</sup> of August 12:00pm, EAT and use “Sudan Programmes Manager” as the subject line of your email. Applications will be considered on a rolling basis. Do not submit a writing sample – writing samples will be requested of finalists only.