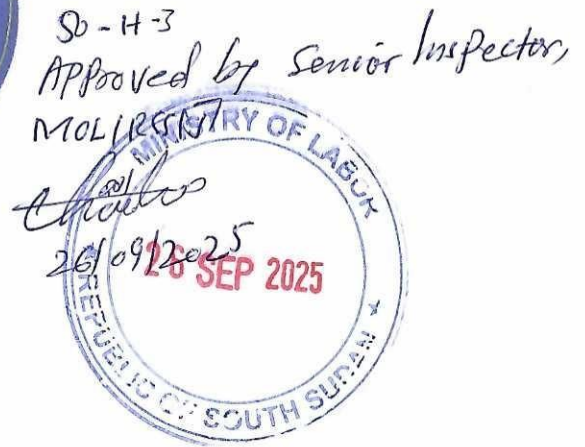


Job Advertisement

Program Director



Position Title: Program Director
Department: Program
Location: Juba, South Sudan
Number of posts: one (01)
Contract Types: Full-Time Appointment
Report: Executive Director
Application Start: 26th/09/2025
Application End: 15th/10/ 2025

Organization Background

Help Education South Sudan (HESS) is a nonprofit humanitarian, developmental organization established to address the most urgent literacy needs of the people of South Sudan. It is implementing a range of interventions in the areas of education. It is registered by the relevant authorities in the country including the Relief and Rehabilitation Commission (**Reg. #696**) with a legal mandate to serve the people of South Sudan. We have had programming in greater Bhar El Ghazal (Awerjal, Yirol East, Rumbek Gogrial) Greater Equatoria (Juba, Terekeka, Mundri) and Greater Upper Nile (Bor).

Job Summary

The Program Director will oversee the implementation of multiple projects under the HelpEducation South Sudan (HESS) program portfolio, with a focus on BRACE, P2E, ECW, and GEA Projects. This position involves coordination with technical leads, government stakeholders, consortium partners, and donors to ensure effective program delivery, quality assurance, and results reporting. The role also includes leading proposal development, managing compliance, and fostering institutional partnerships.



Key roles/duties & Responsibilities

a. Strategic Program Leadership

- Provide overall direction, oversight, and technical support for the implementation of HESS program portfolio, with emphasis on BRACE, P2E, ECW, and GEA projects.
- Lead program strategy development, annual work planning, and alignment of activities with donor expectations and national priorities.
- Ensure integration of gender equality, disability inclusion, and safeguarding in all program components.

b. Proposal Writing & Donor Engagement

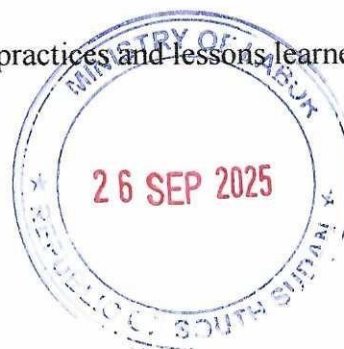
- Lead or coordinate the development of high-quality concept notes, technical proposals, and budgets for new funding opportunities and lead the design and development of new programs and initiatives.
- Provide effective support to project managers and assist in the sound management of HelpEducation South Sudan portfolio, ensuring timely and effective resource mobilization project planning, implementation and reporting.
- Align program strategies with HelpEducation South Sudan (HESS) vision, mission, and strategic plan.
- Support donor reporting by consolidating input from technical teams and ensuring timely, accurate submissions.
- Maintain active communication with current and prospective donors, providing updates and responding to queries.
- Ensure HelpEducation South Sudan (HESS) program visibility and communicate program achievement
- Represent HelpEducation South Sudan in External meetings, forum and conference

c. Team Supervision & Technical Oversight

- Supervise technical leads across education, MEAL workstreams to ensure consistent quality of program outputs.
- Support the onboarding, mentorship, and performance management of project staff.
- Facilitate technical reviews and coordination meetings to track progress and solve implementation challenges.

d. Monitoring, Evaluation, Reporting & Learning

- Support MEAL teams to collect and analyses program data and ensure integration of inclusion indicators.
- Compile and validate monthly, quarterly, and annual reports in coordination with technical leads.
- Lead learning and reflection sessions to capture best practices and lessons learned across program components.



e. Coordination & Representation

- Represent HelpEducation South Sudan (HESS) in donor, government, and consortium coordination forums.
- Strengthen partnerships with line ministries (e.g., Education, Gender, Relief and Rehabilitation) and humanitarian actors.
- Promote HESS values and build institutional visibility at national and international levels.

Representation.

- Ensure maximum visibility of the HelpEducation South Sudan (HESS) amongst the NGO and the community.
- Contribute to the creation of positive image and overall credibility of the organization. Notably through application of the organization's Code of Conduct, ethic, values and stand points with regard to internal and external actors.

Human Resource Management.

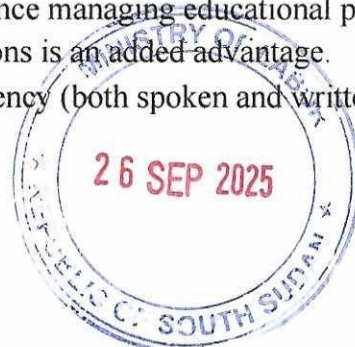
- Assist in the selection and training of qualified program staff and recommend promotions, disciplinary action in consultation with the HR Manager.
- Maintain open lines of communications with all field staff.
- Assist in identifying training needs of subordinates.
- Advocate and plan for professional development for the program staffs.

Working relationship

- Maintain punctual communication with the program Team and SMT to ensure program activities and objectives are well informed and being achieved.
- Work with logistics/procurement department to ensure the coordination of timely delivery of programs supplies and expenses are within budgeted limits.
- Interface with national Government and relevant agencies as necessary.

Qualification Requirements

- Master's degree in Education, development studies, social sciences or similar, with at least 7 years of relevant experience as a minimum expectation, and/or Bachelor's degree with at least 10 years of relevant experience managing educational projects in NNGO or INGO set up. Professional certifications is an added advantage.
- Excellent English language professional proficiency (both spoken and written).



- Competent computer user, with knowledge and experience of Microsoft office application including MS Word, MS Excell, MS power point (or similar) software packages, internet and email skills.
- A leadership style which emphasizes good communication and teamwork and promote education.
- Knowledge, skills and experience in relevant budget and financial management.

SPECIAL CONDITIONS

HESS commitment to Safeguarding

HESS is committed to the safeguarding and protection of the communities we serve, our partners, our volunteers, and our staff.

As part of this commitment to safeguarding, all offers of employment will be subject to satisfactory references and appropriate background checks. HESS also participates in the inert-Agency Misconduct Disclosure Scheme; we will request information from job applicant's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment or incidents under investigation when the applicant left employment.

Accountability with in HESS.

Alongside our safeguarding policy HESS is an equal opportunity employer and has set of integrity policies. Any candidate offered a job with in HESS will be expected to adhere to the following keys areas of accountability.

Comply with HESS policies and procedures with respect to safeguarding, code of conduct,

Health and safety, confidentiality, do no harm principle and unacceptable behavior protocols. Report any Concerns about inappropriate behavior of HESS staff or partner.

Deadline for submission of applications is 15th October, 2025 at 3:30 p.m.

Interested Applicants should send hard copies of their CVs academic documents and Cover letters to HESS Office in Juba at Yaro Plaza, 3rd Floor, Hai Cinema, while the soft copies to be sent to: hr@helpeducationssd.org

Female Applicants are strongly encouraged to apply.

Only shortlisted candidates will be contacted via e-mail or phone,

The position is open for South Sudanese Nationals only; Females and people with disabilities are encouraged to apply.

