



## VACANCY ANNOUNCEMENT

**POSITION:** Deputy Program Manager

**No. Of POST:** One (1)

**PERIOD:** Six Months (3 Months' Probation)

**Location:** Mundri County

Eve Organization for Women Development is a National NGO that works towards addressing gender inequalities that hinder women's advancement in South Sudan. The Organization's interventions include women leadership and political participation young women leadership program, (Incubator), Education, Digital literacy, advancing Peace and Security, Reproductive Health, Socio-Economic Empowerment and Protection against Gender Based Violence. For more details see ([www.evesouthsudan.org](http://www.evesouthsudan.org))

In partnership with UNICEF South Sudan, Eve Organization is looking for enthused to implement its access to GBV services for women and girls project in Mundri West, Western Equatoria State.

### Post Description

Under the overall supervision of the Executive Director of Eve Organization for Women Development and direct supervision of the GBV Program Manager, the Deputy GBV Program Manager is responsible to provide coordination and supervision for effective implementation of the project objective in Mundri East and West. She is also the head of Mundri Field Office and responsible to directly provide technical and professional support for the staff working under her supervision. The Deputy GBV Program Manager will work closely with the team and in constant consultation with the GBV Program Manager in order to ensure the quality and relevance of all project documents, decisions, activities, implementation arrangements, and deadlines.

### Key Responsibilities

The primary duties of the Deputy GBV Program Manager will include:

- Ensure that planning and implementation of the project activities are in accordance with the program principles, approaches, and procedures of the organization and works closely with other project staffs and partners in planning and implementing the project activities.
- Ensures effective implementation of the project activities as per the set plan of action and as per the donor requirement and makes sure that all plans are down to annual, quarterly and weekly basis
- Develop and maintain close working relationship with INGOs and Partner Government officials
- Facilitate the supply and administration of logistical needs, Dignity kits and other supplies for the project implementation.
- Ensure that need based emergency GBV services providers are available, discussions and dialogues are conducted for/among local communities.
- Work with local authorities and support victims of GBV to get appropriate care and treatment
- Promote and represent the interest of Eve's GBV/PSEA program with regards to all relevant stakeholders.
- Contribute to effective information management on SGBV survivors through the provision of dis-aggregated data on populations of concern and their and their problems.
- Coordinate and monitor the overall implementation of GBV program activities in sub office (2 Women and girls friendly spaces) based on their established indicators, including collating and analyzing data and information for reporting
- Oversee & support the day-day implementation of program activities including case management/psychosocial support, follow up and advocacy to meet the needs of beneficiaries & strengthening capacity to prevent & respond to incidence of GBV.
- Represent Eve in GBV cluster meetings, coordination forum on issues related to GBV in emergency
- Perform any other duties, relevant to the project, as required.

## PSEA RELATED FUNCTIONS

- Respond to acts and omission of staff under your supervision who violates Eve's PSEA policy and objectives, and take due diligence measures expected from a person in their position to prevent such acts and omission.
- Take necessary measures to prevent staff under your supervision from engaging in acts likely to generate sexual exploitation and abuse. These measures may be, to draw attention to and implement and to set an example of integrity through their personal conduct.
- Provide inputs for regular review and updates of the PSEA Action plan for Eve Organization
- Support the development and provide inputs to reporting on PSEA and communication to highlight Eve's PSEA work within programming.

## QUALIFICATIONS AND COMPETENCES

- At least 3-4 years of working experience in a related field with recognized technical expertise;
- University Degree in gender Studies, psychology, sociallogy or social work, master's degree would be an asset
- Strong management skills including ability to provide strategic guidance, technical oversight, build strong teams, mentor staff, develop work-plans, and manage budgets and project expenditures;
- Good interpretation skills with experience in networking with partners at all levels( ministry, donors, private sector, NGOs, Women groups and community skills and familiarity with modern communication systems(Internet, worldwide web, emails etc)
- Fluency in spoken and written English and Arabic

## OTHER SKILLS AND ATTREIBUTES

- Demonstrated ability to establish harmonious and effective working relationships with counterparts and colleagues.
- Ability to develop initiatives in innovate manner for effective resolution.
- Ability to work in a regional and multinational environment

## Standards of Professional Conduct

All Eve Organization's employees adhere to the values and principles outlined in the organization's employee's Code of Conduct. These are Integrity, transparency, accountability and confidentiality. In accordance with these values, Eve Organization has adopted a zero-tolerance policy against abuse and enforces policies on the prevention of sexual exploitation, abuse and harassment, Child Safeguarding, Whistle blowing, Risks' Control among several others.

## Commencement

The selected candidates are expected to commence **ASAP**.

## Submission

Motivation letter, CV and supporting documents (please do not submit original support documents) should be submitted to [info@evesouthsudan.org](mailto:info@evesouthsudan.org) by close of business **11<sup>th</sup> September 2026** or hand delivered to

**Eve Organization Head Office in Juba**

**South Sudan/ Sudan Catholic Bishops' Conference Compound-PALICA,**

**Juba Town**

**Disclaimer:** Please take note that Eve Organization does not ask for any fees in connection with its recruitment processes

