

Date: 01/07/2025

**Ref: JOB POSTING (Programme Manager)- Open to all Nationalities.**

National Christian Development Organization (NCDO) is looking for passionate individual with integrity and reputable Christian Values to work in our Country Program in Juba.

Any Candidate willing to apply for the position should either bring a hard copy to our office located at Hai Jebel Residential area block IV, plot number 294. Or electronically submit an application to: [hr@ncdosudan.org](mailto:hr@ncdosudan.org) and copy [info@ncdosudan.org](mailto:info@ncdosudan.org)

**Position:**

**Job Title:** Programme Manager

**Purpose:** Overall management of NCDO programme and Activities in Field Locations



**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Enhance quality implementation of Project activities and programme development to achieve desired results.
- National and external coordination with stakeholders in meetings, dialogue and advocacy that promote strategic and constructive partnership with Government, Partners, Donors, INGOs/NNGOs, Forums, Networks and community.
- Development of new innovative programme initiatives and lobbying for funds through preparation and submission of funding applications and proposals to both local and international donors.
- Responsible for the overall management of NCDO programme in our operational areas
- Together with the Country Director and finance Manager direct the overall usage of funds as per budget lines and work plans
- Responsible in ensuring reporting deadlines are followed
- Attend to forum and government meetings both physical or virtual meetings
- Provide timely monthly, quarterly progress reports and end year report
- Liaise with Field Officers on day-to-day activities progress
- Responsible for volunteer placements to projects when needed
- Frequent visits to the field

**Competencies/ Education And/or Experience**

- Highly preferred Master's degree or equivalent in Development Studies or social sciences/ Business Administration from a recognized University or high institution of learning.
- Strong interpersonal skills and able to communicate, in English clearly both verbally and in writing with all levels of staff (Arabic language is an added advantage)
- Experience of assessing the staff MEAL capacity and plan and deliver training
- Ability to work on own initiative
- High degree of flexibility to carry out other actions if the need arises



- Computer skills (word, excel, power point etc)

**Minimum Qualification:**

- 5+ years of experience working with INGOs/NNGOs with experience in strategic planning, proposal development as well as programme management. Experience with WASH, Education, Health and FSL will be an added advantage.
- Financial Management experience including budgeting, reporting and procurement.
- Extensive experience with Humanitarian principles, standards, infrastructure, program development, implementation and MEAL.
- Strong skills in managing diverse team including hiring, supervision and training national staff.

**Job Commitment:**

- Starting Date: As soon as possible.
- Based in Juba with 40% movement to field locations
- Duration of Commitment: 2 years fixed term with 3 months' probation period and high possibility of extension.

**Please note that;**

- an acknowledgement of receipt of your email will be sent to you.
- **Closing date** is 21<sup>st</sup> 07/2025 4:00pm
- You will be notified of the interview date accordingly
- Only short-listed candidates will be contacted
- Please provide a cover letter explaining your motivation for this particular job, curriculum Vitae, National ID or Passport, phone and email contact as well as names of three references.

For more information, please call our office lines: [+211929255200](tel:+211929255200); [+211911849955](tel:+211911849955)

