JOB VACANCY - INTERNAL & EXTERNAL

Job Title: Project Manager (**1**)

Department: Programs

Reporting to: Executive Director

Base Location: Yei County, Central Equatoria State

Duration: 12 months with possibility of extension

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Organizational Background

Facilitating Action for Community Empowerment (FACE) is a national, non-profit, and non-governmental organization legally established and registered in 2015 (Certificate No. 298) with the South Sudan Ministry of Justice. FACE was further registered on 7th September 2015 with the South Sudan Relief and Rehabilitation Commission (SSRRC) under Chapter 3, Section 10 of the NGOs Act, 2016, granting it legal status to operate in South Sudan.

Mission: FACE is committed to strengthening community capacity to address socio-economic and development challenges through the promotion of good governance and democracy, protection, emergency response, Food Security, livelihoods, climate change adaptation, and Education

Vision: Resilient and sustainable communities.

Project Overview.

FACE with Funding from Mastercard Foundation is implementing Pathways to Empowerment (P2E) project which is an initiative led by War Child Canada in collaboration with other partners.

The programme operates in 13 refugee-hosting locations across eight States and one Administrative Area in South Sudan. P2E empowers refugees and displaced persons (**RDPs)** to pursue secondary education and build market-relevant skills – from work readiness and vocational competencies to entrepreneurship and employability. By strengthening access to learning and opportunity, the programme tackles the urgent challenges facing young people in South Sudan's fragile and service-constrained environment, helping them unlock pathways to dignity, resilience, and economic inclusion.

Key Responsibilities

A. Project Planning & Implementation

- Lead detailed project planning, including work plans, budgets, and procurement plans.
- Ensure timely and quality implementation of the project activities.
- Coordinate with technical staff, support departments (Finance, HR, Logistics), and partners.
- Supervise field activities and ensure alignment with project objectives.

B. Team Management

- Supervise project staff and service providers
- Provide technical guidance and capacity building to the project team.
- Conduct performance reviews and ensure staff accountability.

C. Financial & Resource Management

- Monitor project expenditures in coordination with the Finance department.
- Ensure proper budget utilization and cost control.
- Approve activity budgets and payment requests within delegated authority.

D. Monitoring, Evaluation & Reporting

- Ensure effective monitoring of project indicators and targets.
- Support data collection, documentation of lessons learned, and success stories.
- Prepare timely internal and donor reports (monthly, quarterly, and final).

E. Stakeholder Coordination

- Represent the organization in meetings with donors, local authorities, and partners.
- Strengthen relationships with community leaders and stakeholders.

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- Ensure community participation and accountability mechanisms.

F. Compliance & Risk Management

- Ensure project implementation complies with donor regulations and organizational policies.
- Identify risks and propose mitigation measures.
- Uphold safeguarding, PSEA, code of conduct, and conflict of interest policies.

4. Expected Deliverables

- Approved project work plan and budget forecast.
- Timely implementation of activities as per schedule.
- Monthly, quarterly, and final project reports.
- Updated project monitoring data and documentation.
- Properly maintained project files and records.

Minimum Qualifications/Experience

- Bachelor's degree in Project Management, Social Sciences, Development Studies, Business Administration, or related field (Master's degree is an advantage).
- At least 3–5 years of experience in project management in NGOs or development organizations.
- Experience managing donor-funded projects.
- Strong knowledge of budgeting, reporting, and monitoring systems.
- Proven leadership and team management skills.

Desirable skills and Knowledge.

- Excellent planning and organizational skills.
- Ability to work under pressure and meet deadlines.
- Computer proficiency (MS Office, email, reporting tools).
- Strong analytical skills, problem-solving and decision-making skills.
- Strong communications, report writing and interpersonal skills
- Ability to work with diverse cultures and in remote and stressful environment.
- Fluent in English and Arabic language.
- Understanding of the humanitarian principles
- Ability to with minimum supervision and taking accountability.

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Other Required information.

Working Conditions

- Frequent travel to field locations may be required.
- The position requires flexibility and the ability to work in challenging environments.

Policy Compliance.

- FACE **has zero tolerance** to PSEAH, any violation of child safeguarding and the vulnerable community members.
- Any forms of violation of PSEAH and Safeguarding policies must be report through FACE reporting channels. Therefore, any person accused of misconduct will be suspended and perhaps disqualified from running FACE programs.

How to apply

Interested and qualified candidates must submit their applications by email to jobs@facesouthsudan.org or hand delivery to FACE Offices in Yei and Juba at **Rock City** Residential Area next to the Football playground **not** later than **19th Mar 2026**. Addressing to Human Resource Department FACE Juba, South Sudan.

Note: Applications received after the dateline will not be considered.

Please provide the following when applying for this post: Updated CV, Cover letter, Copies of your academic qualification and National ID. Indicate clearly the position you are applying for on the Envelope.
DO NOT attach your original academic documents.

Other information

Note due to the urgency of this position, all of application will be screened on a rolling basis. In this case, FACE reserves the right to shortlist before the closing date.

This position is open for South Sudanese Nationals ONLY
"Female candidates are highly encouraged to apply".
Only short-listed candidates will be contacted for interviews.

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