



JOB ADVERTISEMENT

Programme Officer – Partnership and Programme Administration

Location: Juba, South Sudan

Contract: One-year fixed term (renewable, subject to funding)

Salary: Grade 6A (with competitive benefits package)

About Us

CAFOD is the official aid agency of the Catholic Church in England and Wales and a member of Caritas Internationalis. In South Sudan, CAFOD works in partnership with Trócaire to deliver integrated humanitarian and development programmes that support communities to build resilience, promote peace, and achieve sustainable livelihoods.

Job Purpose

The post holder will support programme effectiveness by coordinating partnership capacity strengthening, programme administration and compliance follow-up for the country office. The role supports partners and CAFOD and Trocaire in Partnership staff to meet relevant programme quality, partnership, safeguarding, compliance and grant management standards, with a strong focus on partner capacity assessment, progress monitoring, implementation of capacity-strengthening plans, needs assessments, and partner-facing monitoring, evaluation, accountability and learning follow-up, in coordination with the Programme Quality Coordinator. It also ensures that learning and good practice are captured and shared across partners, the wider organisation and relevant stakeholders. In addition, the role is responsible for updating partner profiles on CAFOD's online partner filing and management system and providing administrative and partnership support to the country office. The role will contribute to implementation of the CTP South Sudan Programme Strategy 2024–2029, particularly commitments on equitable partnership, localisation, programme quality, learning, adaptive management and locally led action.

Accountability

The post holder reports directly to the Head of Programmes and is responsible for fostering learning, innovation and good practice. The post has no budget-holder, contract-signing or payment-approval authority unless separately delegated in writing. The role will also work closely with project counterparts in other CAFOD and Trócaire offices.

Key Responsibilities

1. Programme Administration, Systems and Compliance Follow-up (40%)

- Maintain up-to-date records on WebPromise, including supporting project and programme registration, preparing documentation for approvals and payment requests, and ensuring that partner details, bank details, safeguarding profiles and financial health checks are current and uploaded. Conduct initial completeness checks of key project documents and support programme teams in setting up grants on WebPromise and tracking compliance with CAFOD's grant management standards.
- Support programme teams to prepare documentation for project approvals, partner agreements, micro-grants and relevant non-programmatic approvals, ensuring that final **review and approval** remain with the appropriate delegated authority. Monitor the status of grants and projects on CAFOD's systems and keep programme teams informed.
- Maintain and improve programme, project-cycle and financial tracking tools, including dashboards that capture reporting progress, fund disbursement and project performance, in coordination with programme, finance and MEL colleagues. Ensure timely closure of completed projects in WebPromise.





- Provide WebPromise induction for new team members and ongoing troubleshooting and backstopping for field staff within the limits of the post holder's own training and access rights.
- Support programme teams in filing relevant final project documents on WebPromise and ensuring that all active projects on WebPromise have all documents filed
- Support in the management of the country office share point to ensure that all documents on share point are filed as per the country office minimum expected standards.

2. Partnership Support, Capacity Strengthening and Learning (40%)

- Support the Head of Programmes and programme teams to develop, nurture and maintain effective relationships with CTP partners, START partners and other relevant stakeholders in line with CAFOD's Partnership Policy and donor requirements.
- Coordinate the planning, coordination and logistical requirements for programme related meetings and delegated by the Country Representative and or Head of Programmes and designate
- Promote networking and linkages between partners and other organisations to strengthen monitoring systems, track progress on capacity-strengthening plans and encourage learning, good practice and compliance with programme quality standards.
- Work with project teams and partners to support the development and implementation of partner-led capacity-strengthening plans, ensuring these are tailored, realistic and linked to partner priorities and organisational sustainability. Coordinate information and follow-up actions to support regular review of the CAFOD partnership portfolio and that relationships are monitored against CAFOD's and partners' partnership standards and expectations.
- Capture and share learning across partners.
- Track, coordinate and follow up partner compliance requirements, including onboarding, completion of POFPs and due diligence documentation, in close collaboration with programme, finance, safeguarding and management colleagues.
- Promote and support effective use of CAFOD systems to share programme knowledge, support decision-making and maintain compliance with agreements, regulations and other requirements.
- Capture partner feedback, learning and priorities, and share these with the Head of Programmes and country team to inform programme adaptation, decision-making and organisational learning.

3. Internal Coordination and Delegated External Representation (20%)

- When delegated by the Head of Programmes or Country Representative, support effective communication and working relationships with relevant stakeholders, including local government, national networks, agencies working in South Sudan, Caritas agencies and church dioceses.
- Act as operational focal point for START Network-related coordination, including allocation meetings, project selection meetings and information requests, in consultation with the Head of Programmes and relevant programme leads.
- Support project teams, the country team, Trócaire and CAFOD headquarters staff to ensure accurate, timely and appropriate information is available for fundraising, communications, publications and briefings.

Job Specific Competencies

- Degree in humanitarian, development, social sciences, public administration, organisational development or a related field, or equivalent relevant professional experience. Professional qualification or certified training in monitoring, evaluation, accountability and learning, organisational development, partnership management or capacity strengthening.



- Minimum of five years' relevant experience in programme administration, partnership support, local partner capacity strengthening, programme quality, compliance follow-up, MEAL support or grants management. Sound understanding of programme monitoring and evaluation systems, including the use of computer software for programme M&E.
- Proven experience of delivering programmes through partner organisations in protracted conflict situations and complex emergencies.
- Sound understanding of tools for programme effectiveness, impact assessment, partner capacity assessment, monitoring, evaluation and best practice.
- Understanding of approaches that ensure accountability in programme work towards intended beneficiary communities, and commitment to the Core Humanitarian Standard.
- Sound understanding of programme monitoring, evaluation, accountability and learning, including results frameworks, data collection, basic data analysis and use of evidence for programme adaptation.
- Experience in strengthening the capacity of local partner organisations and national NGOs.
- Ability to deliver work within an agreed programme framework and use programme cycle management tools effectively.
- Strong analytical skills, including document review and report writing in English.
- Ability to work and travel in insecure environments and manage personal security, as well as the security of partners.
- Good understanding of management principles and commitment to good management standards.
- Experience using grants, project-cycle, partner-management or information-management systems, and confidence in maintaining accurate records and tracking tools.
- Strong understanding of localisation, equitable partnership, partner accompaniment and capacity-strengthening approaches in complex or fragile contexts.
- Good understanding of the South Sudan operating context, including partner-led programming, access constraints and the realities of working in protracted crisis.

Desirable

- Understanding of local partner capacity-building approaches and tools.
- Experience working with church, Caritas, diocesan and non-church civil society partners. Experience using CAFOD systems such as WebPromise, or comparable grant/partner management systems.

How to Apply: Applicants are required to submit a complete CAFOD Application Form through one of the following channels:

1. Email Applications

Download the CAFOD Application Form from the NGO Forum website (<https://comms.southsudannngoforum.org/c/jobs/5>) and submit the completed form via email to:

southsudanjobs@cafod.org.uk

Please indicate the subject line as: "Programme Officer – Partnership and Programme Administration"

2. Hard Copy Applications

Completed application forms may be submitted in a sealed envelope to: CAFOD & Trócaire in Partnership – South Sudan office, Plot 19, Block XIII - Hai Malakal, Juba. The envelope should be clearly marked: "Programme Officer – Partnership and Programme Administration" and addressed to: HR Department



All hard copy applications must be placed in the **secure application box at the security reception** after registration with security personnel.

3. **Online Application** can be submitted through:

<https://isw.changeworknow.co.uk/cafod/vms/e/careers/positions/dsNFMewUfjA5C-D2eIaxaA>

Important Notice:

Please apply using **only one** of the above methods. Multiple submissions may lead to disqualification.

- **Job Opening Date: 11th June 2026**
- **Application Closing Date: 30th June 2026 at 4:00 PM (South Sudan Time)**

Applications received after the closing date and time will not be considered.

Come and join us and help make a real difference in the lives of the world's poorest communities.

CAFOD is an equal opportunity employer. Recruitment and selection procedures reflect our commitment to Safeguarding for Children and Vulnerable Adults.

CAFOD recognizes the personal dignity and rights of children and vulnerable adults, towards whom it has a special responsibility and a duty of care and respect.

Any candidate offered a job with CAFOD will be expected to adhere to CAFOD's Safeguarding policy and sign CAFOD's Code of Behaviour as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents.

All offers of employment will be subject to satisfactory references, and appropriate screening checks can include criminal records and terrorism finance checks. CAFOD also participates in the Inter Agency Misconduct Disclosure Scheme. In line with this Scheme, we will request information from job applicants' 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. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

