



Part of Plot No.848, Block 3, Gurei South, 4th Class, Residential Area, Juba-South Sudan
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JOB ADVERTISEMENT

Job title:	Programme Coordinator
No. of positions:	One (1 Female)
Position Code:	GVO/PC/25/01/2025
Country Programme:	South Sudan
Duty Station:	Juba
Position opened for:	South Sudanese Nationals Only
Reporting to:	Executive Director
Application open date:	8 th December 2025
Application Deadline:	5 th January 2026
Contract start date:	2nd February 2026
Contract duration:	Full time 6 Months (with 3 months' probation) with a possibility of extension.

OVERVIEW OF GLOBAL VOICES ORGANIZATION-SOUTH SUDAN:

Global Voices Organization-South Sudan (GVO) is a vibrant survivor led, women led humanitarian and development organization established to promote gender equality, survivor empowerment and access to justice throughout South Sudan. The organization is registered with the Relief and Rehabilitation Commission (RRC) in Juba, Torit and Kuajok. GVO envisions a society where survivors including women and girls are breaking barriers of stigma, exclusion/discrimination, poverty and are influencing decisions that affect them. GVO seeks to provide safe spaces for collaboration and dialogue through connecting voices from local, national, regional and global levels to engage a larger community facing similar issues in a respectful and organized manner.

GVO is looking for a young and competent South Sudanese who shares our vision and mission to fill up the position of Programme Coordinator to oversee All GVO programmes in South Sudan.

OVERVIEW OF THE POSITION:

The Programme Coordinator will oversee the planning, design, implementation, and monitoring of GVO's projects and initiatives, ensuring alignment with organizational strategy, donor



requirements, and humanitarian standards. The role provides overall leadership to program teams, strengthens coordination across departments, and ensures that interventions are effective, accountable, and responsive to community needs.

KEY RESPONSIBILITIES OF THE PROGRAMME COODINATOR WILL INCLUDE

- **Overall Programme Management & Oversight:** The Programme Coordinator will lead the design, planning, and execution of projects, ensuring activities are delivered on time, within budget, and in accordance with donor agreements and organizational priorities.
- **Monitoring, Evaluation & Reporting:** The coordinator will oversee program monitoring frameworks, ensure accurate data collection and analysis, and produce timely reports that demonstrate impact, accountability, and compliance with donor and organizational standards.
- **Team Leadership & Capacity Building:** The Programme Coordinator will supervise program staff, provide mentorship and guidance, and build team capacity through training and performance management, fostering a culture of collaboration and excellence.
- **Coordination & Representation:** The coordinator will strengthen internal coordination across departments and represent GVO in external forums, donor meetings, and stakeholder engagements, building partnerships that enhance program delivery and advocacy.
- **Policy & Compliance:** The Programme Coordinator will ensure adherence to GVO policies, donor requirements, and national regulations, while contributing to the refinement of organizational procedures that strengthen program quality and compliance.
- **Fundraising and Proposal Development:** Participate in developing, editing, and submission of donor proposals, ensuring alignment with donor priorities and organizational strategy.

REQUIRED QUALIFICATIONS & EXPERIENCE:

- **Education:** Bachelor's degree in Development Studies, Social Sciences, Human Rights, International Relations, Law, Project Management, or related field; Master's degree preferred.
- **Experience:** Minimum 5 years of professional experience in program management, preferably in humanitarian or NGO contexts.
- **Knowledge:** Strong understanding of project cycle management, donor compliance, humanitarian principles, and local context.

REQUIRED SKILLS & COMPETENCIES:

- **Skills:** Excellent leadership, coordination, and communication skills; with articulate facilitation and moderation skills, strong analytical and reporting abilities; proficiency in English with knowledge of local Arabic is a must.
- Able to coordinate multiple tasks while maintaining attention to quality and detail.



- **Personal Attributes:** The Programme Coordinator must demonstrate discipline, maturity, strategic thinking, and commitment to organizational excellence, with strong interpersonal skills, adaptability to challenging environments, and respect for diversity and cultural sensitivity.

PERFORMANCE INDICATORS:

- Timeliness and quality of program delivery.
- Accuracy and completeness of monitoring and reporting.
- Staff performance and capacity development outcomes.
- Strength of partnerships and stakeholder engagement.
- Compliance with GVO policies, donor requirements, and national regulations.



ADHERENCE TO PSEA & SAFEGUARDING AND ETHICAL CODE OF CONDUCT GUIDELINES:

- GVO maintains a zero-tolerance policy towards sexual exploitation, abuse, and harassment. All staff are required to uphold the highest standards of professional conduct and safeguarding in line with international humanitarian principles.
- GVO is committed to safeguarding and promoting the welfare of children, women, and vulnerable adults. We expect all staff and volunteers to share this commitment and uphold the highest standards of conduct.
- All staff are required to uphold and sign the organization's Code of Conduct, which sets out the standards of professional behavior expected in all activities and interactions. This includes integrity, respect, accountability, and zero tolerance for corruption, exploitation, or abuse.
- All appointments are subject to pre-employment screening in line with Anti-Money Laundering (AML) and Countering the Financing of Terrorism (CFT) regulations.
- Selected candidates will undergo rigorous reference and background checks against their past behaviour related to SEA, safeguarding, code of conduct and criminal behaviour and may be required to provide additional information during the selection process to ensure candidates meet highest standards conduct.

HOW TO APPLY:

GVO retains the discretion to re-advertise or cancel the recruitment.

Qualified candidates may submit copies of their application, CV and academic documents through the email address vacancy@theglobalvoices.org. Please address the subject of the email as "GVO/PC/25/01/JUBA". Please note that this is a national and local position.

Please note: No hand delivery of applications is indicated. All application should be submitted through the email address above. We thank all applicants for your expressions of interest.

However, only short-listed candidates will be contacted.

