



## Vacancy notice

Advert opens 20<sup>th</sup> November 2023.

### Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise, and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East, and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity building. Currently it has programs in Emergency Response, DRR, Health, Food Security, Security & Justice, Women Leadership, and Investments.

Presently, Cordaid is expanding its program in different parts of the country. For that purpose, additional capacity is required. Therefore, Cordaid South Sudan would like to recruit for the position of **Senior Programme Officer as detailed below.**

**Position: Senior Programme Officer**

**Based Location: Juba**

**Number of position (s): One (1)**

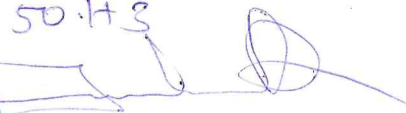
**Reporting Line:**

The senior programme officer will report to the Just Future Coordinator.

**Purpose of the position:**

The programme aims at contributing to the acceleration and localization of SDG16+ through the mobilization of civil society for collective action and advocacy to improve accessibility, responsiveness and accountability of security and justice institutions, and inclusive political decision making and peace processes.



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## Duties and Responsibilities

- The Senior Programme officer plans and oversees the implementation of workplans developed by the consortium partners, local partners, research partners and CSPPS, ensuring that the activities are as adaptable as possible in line with the principle of the Just Future programme with the evolving realities in the project locations. Provide technical inputs to the annual workplan and budget.
- The senior Programme officer will track the capacity strengthening plans developed during the annual planning, follow up with respective consortium partners including Cordaid offering the training, and/or based on the country priorities, propose in consultation with the partners, capacity strengthening topics in coordination with the capacity strengthening focal point.
- Coordinate with other consortiums in the country working in similar topics to enhance complementarity in activities and improve networking of Just Future with other networks in the country that will help build on lobby and advocacy efforts of the project.
- Coordinate and organize advocacy campaigns, events, trainings, workshops, and knowledge products as well as lobby meetings with key stakeholders.
- In coordination with the PMEAL officer, s/he will prepare field visits to monitor the implementation of activities by different partners and collect views from stakeholders on the impact of the programme. Draft reports on monitoring missions, programme results, outputs, and outcomes.
- The senior programme officer leads on partner risk assessment for new partners, capacity assessment for current partners and contracting processes of partners in the consortium following all the processes and procedures of Cordaid's framework.
- The senior Programme officer will oversee compiling monthly, quarterly, semi-annually, and annual reports of partners and submitting them to the JF coordinator for review and final submission to the Programme Manager. S/he will also be responsible for communication for visibility and advocacy in coordination with communication officer in South Sudan and Communication officer in Hague to ensure the materials are in line with the standards and activities implemented by partners are shared with stakeholders.

## Key qualification and competencies

- Advanced higher degree (master's or equivalent) in a relevant area, e.g., international relations, political science, development, social science, or law; a first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree.
- Minimum five years of relevant experience in implementation of projects related to women's/youth empowerment and women/youth, peace and security, and access of justice.
- Experience in capacity strengthening of local partners including constituencies especially women and youths.
- Demonstrable experience in organizing multi-stakeholder meetings and coordinating with a wide range of stakeholders, including government, non-governmental organizations, women groups, and local communities.
- Experience in preparing background documents, agendas and talking points for such meetings.
- Hands-on experience in the implementation and evaluation of development projects and programmes will be an advantage.
- Knowledge of the governance, peace and security context in Ethiopia and experience working with government partners
- Hands-on experience in designing, implementing, and monitoring development projects with experience in the areas of women/youth, peace, and security a distinct advantage.



## Further information and how to apply.

Interested and qualifying applicants can submit their application letter including CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 3 professional references, including most recent/current employer/supervisor to the following email [hr.southsudan@cordaid.org](mailto:hr.southsudan@cordaid.org)

Mention the vacancy reference number position in the subject line on the envelopes. **e.g.CSS001/11/23 Senior Programme Officer-Juba.**

or

Applications can also be hand dropped at Cordaid Office Juba, Plot 45, 3<sup>rd</sup> Class Hai Neem, to the attention of the **Human Resource and Administration Manager - Cordaid.**

Deadline for submission is by the **11<sup>th</sup> December 2023.**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply

Only shortlisted candidates will be contacted. An integrity check will be part of the recruitment procedure

All applications submitted cannot be returned.

**(South Sudanese Nationals Only)**

