



Schweizerische Eidgenossenschaft  
Confédération suisse  
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**Swiss Cooperation Office,  
Embassy of Switzerland, Juba**

## **Job advert**

### **National Program Officer (Portfolio Protection & Governance)**

#### **General overview/information**

Imatong Employment Solutions (IES) is a South Sudanese human resource company, registered and operating in South Sudan since 2015.

The Swiss Cooperation Office in Juba is working together with IES to identify qualified South Sudanese professional for the position of **National Programme Officer (Protection and Governance)**, based in Juba. This role is integral to implementing Switzerland's Cooperation Programme 2022–2025, which focuses on protecting civilians, promoting human rights, and fostering peace and conflict resolution in South Sudan. The position is offered on a one-year contract, with the possibility of renewal contingent upon performance.

Based on its Cooperation Program 2022-2025 for South Sudan, which is embedded in Switzerland's Sub-Sahara Africa Strategy, Switzerland supports humanitarian and development projects in three key thematic areas; Protection of Civilians and Promotion of Human Rights, the Improvement of Food Security and Sustainable Livelihoods and in Promoting Peace and Conflict Resolution. The new Cooperation Program 2026-2029 is currently in elaboration.

#### **Job Description:**

The National Programme Officer (NPO) is a core member of the Swiss Cooperation Office's (SCO) programme team, which includes the Head of Cooperation, the Programme Manager, and two other National Programme Officers. Reporting to the Programme Manager, the NPO works closely with the entire programme team, including finance staff.

The NPO supports the management of selected projects and partnerships, contributing to the overall programme with a particular focus on Protection and Governance. Switzerland aims to strengthen protection mechanisms at both community and systemic levels, with a specific emphasis on gender-based violence (GBV) survivors, women, and youth.

The NPO may also be called upon to support the Food Security and Livelihood portfolio, particularly during emergency responses or in the absence of relevant team members.

#### **Tasks/Responsibilities:**

Context Analysis: Monitor and report on the humanitarian situation, including key developments, emerging needs, response efforts, and major gaps. Track and analyse trends in Switzerland's priority fields of intervention and transversal issues. Maintain a solid understanding of the national and regional political and security context, particularly in Greater Upper Nile, Greater Bahr el-Ghazal, and the Greater Equatorias and beyond.

Project Cycle Management: Ensure proactive project cycle management, including the planning and execution of key milestones for assigned projects. Maintain regular operational and strategic dialogue with implementing partners, and monitor the progress and performance



of supported projects. Provide mentoring and coaching to national NGOs to strengthen local capacities where needed. Identify and assess new project ideas or proposals, and develop credit proposals in collaboration with partners.

**Relationship Management and Coordination:** Represent Switzerland in coordination forums, steering committees, and technical working groups related to assigned SCO-funded projects. Build and maintain strong relationships with implementing partners, donors, and other stakeholders.

**Institutional development, portfolio planning:** Contribute to the operational, administrative, and financial planning, monitoring, and steering of the country portfolio. Support institutional learning and the continuous development of internal processes and strategies.

**Reporting:** Prepare written contributions for situation analyses, internal management meetings, annual reports, and other institutional reporting requirements. Draft mission reports and provide thematic or contextual inputs and analysis upon request, relevant to Switzerland's engagement in South Sudan.

**Field Visits:** Plan, organize, and conduct regular field visits to monitor project implementation. Facilitate and support the missions of consultants and other Swiss Government representatives in South Sudan.

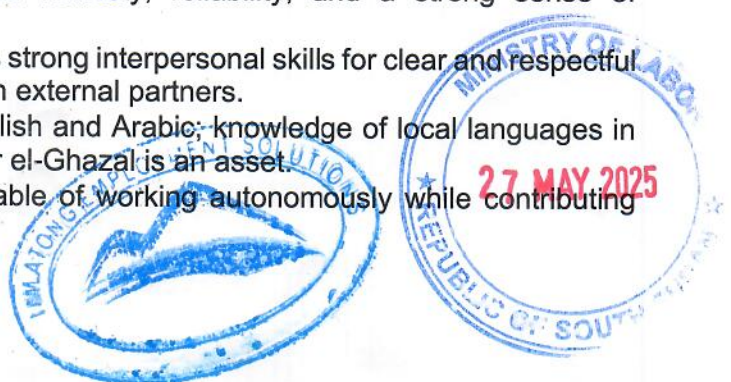
**General:** All employees may be required to undertake tasks outside of their primary responsibilities, as assigned by their line manager or the line hierarchy.

#### **Experience and Education:**

- Education: Bachelor's or Master's degree in Social Sciences, International Development, Political Science, Human Rights, or a related field.
- Professional Experience: Minimum of 5 years of progressive experience in the development and/or humanitarian sector within South Sudan.
- Project Management: Proven expertise in project cycle management, including planning, implementation, monitoring, and evaluation, with a track record of successful collaboration with national and international partners.
- Contextual Knowledge: In-depth understanding of South Sudan's humanitarian, social, economic, and political landscape, including development opportunities and challenges.
- Analytical Skills: Strong ability to assess and interpret complex humanitarian, political, and security dynamics in South Sudan, providing strategic insights for program development.
- Communication Skills: Exceptional writing proficiency for producing clear, concise, and well-structured proposals, reports, documentation, and analytical or thematic briefs.
- Networking: Established and relevant professional network within South Sudan is considered an asset.

#### **Character and Skills:**

- Proactive and Innovative: Demonstrates enthusiasm, creativity, and openness to new ideas.
- Integrity and Accountability: Exhibits honesty, reliability, and a strong sense of responsibility.
- Effective Communication: Possesses strong interpersonal skills for clear and respectful communication within teams and with external partners.
- Language Proficiency: Fluent in English and Arabic; knowledge of local languages in Greater Upper Nile and Greater Bahr el-Ghazal is an asset.
- Teamwork and Independence: Capable of working autonomously while contributing effectively to team objectives.





- **Organizational Skills:** Skilled in self-management and prioritizing tasks to meet deadlines efficiently.
- **Analytical and Writing Abilities:** Strong analytical skills with the capacity to produce clear, concise, and well-structured reports and thematic briefs.
- **Digital Proficiency:** Proficient in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Teams) and adaptable to emerging digital tools and platforms.

We appreciate the time and effort all applicants invest in applying for this position. Due to the volume of applications, we will contact only those candidates selected for further consideration.

We are committed to fostering a diverse and inclusive workplace. We strongly encourage applications from women, youth, and individuals from underrepresented backgrounds. Your unique perspectives and experiences are valued and will contribute to the richness of our team.

#### **Application Process:**

Interested candidates are asked to provide their current CV and cover letter, expressing their motivation for applying and their relevant experience/expertise.

The applications are to be submitted to:

Online at <https://imatongemploy.com/job-application-form/>

Hard copies may be dropped to the Imatong Employment Solutions office in Thong Ping. Please contact +211 921 277 383 for directions.

Applications will be reviewed on a rolling basis and should not reach later than **16<sup>th</sup> June 2025 at 5pm.**

