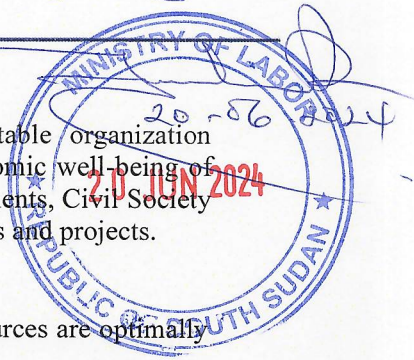




COMMUNITY SOCIAL AND ECONOMIC DEVELOPMENT AGENCY

Acacia Road, Gudele, Juba, South Sudan Telephone: +211926433637 Email: info@coseda.co

SD-113



Community Social and Economic Development Agency (COSEDA) is a reputable organization dedicated to promoting sustainable development and improving the social and economic well-being of communities. With a focus on the African continent, COSEDA partners with governments, Civil Society Organizations, UN agencies and relevant stakeholders to implement effective programs and projects.

Our Vision

To create a self-reliant and empowered community in South Sudan, where local resources are optimally utilized to drive economic growth and improve the overall well-being of its residents.

Our Mission

COSEDA's mission is to empower communities by providing them with the necessary tools, resources, and knowledge to drive their social and economic development. By fostering partnerships and leveraging local insights, COSEDA aims to create lasting positive change and improve the lives of individuals and communities

EMPLOYMENT OPPORTUNITIES

Applications are invited from qualified persons for the positions shown below.

Interested and qualified persons are requested to make their applications **ONLINE** through the organizations official email info@coseda.co

Please Note:

- (i) Applicants should provide all the details requested for in the advertisement. It is an offence to include fraudulent information in the application or present fake certificates/documents.
- (ii) Only shortlisted and successful candidates will be contacted.
- (iii) Canvassing in any form will lead to automatic disqualification.
- (iv) COSEDA is committed to implementing the provisions of the Constitution on fair competition and merit, representation of Sudanese diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **Therefore, people with disabilities, marginalized communities and minorities are encouraged to apply.**
- (v) Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.
- (vi) Applications (resume and cover letter) should reach COSEDA on or before **July 11th 2024 by 5.00 pm (CAT). All applications must quote the vacancy number and position on the subject line. Note: Positions will be filled on a rolling basis**

COSEDA is an equal opportunity employer and encourages candidates from all backgrounds to apply. We are committed to fostering a diverse, equitable, and inclusive workplace where everyone feels a sense of belonging. We look forward to receiving your application and discussing how you can contribute to our mission of empowering communities in South Sudan. COSEDA is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff to share this commitment

Promoting Sustainable Health, Social and Economic Development for African Communities



PROGRAMME MANAGER (COSEDA.VAC/No. 04/2024.)

Reporting to: Executive Director

Physical Location: Juba

Job Summary

The Programme Manager is responsible for executing and overseeing specific projects to achieve the organization's objectives. This role includes developing project plans and budgets in conjunction with the Finance Manager, coordinating resources and stakeholders, monitoring progress, and managing risks. The Programme Manager will collaborate with internal teams, volunteers, and external partners to ensure effective project implementation, community and stakeholder engagement, and participate in grant writing and fundraising efforts to support project initiatives. Additionally, the Programme Manager will oversee Monitoring and Evaluation (M&E) and develop reports for donors.

Duties and Responsibilities

- **Project Planning and Execution**
 - Develop comprehensive project plans, define scope, goals, deliverables, timelines, and resource requirements.
 - Execute projects according to the project plan, ensuring timely and within-budget delivery.
- **Stakeholder Management**
 - Liaise with clients and internal stakeholders to gather requirements and ensure project alignment with organizational goals.
 - Communicate project status, risks, and issues to stakeholders in a clear and timely manner.
- **Team Leadership** - Lead and motivate cross-functional teams, fostering collaboration and ensuring effective communication.
- **Quality Assurance**
 - Implement and oversee quality assurance processes to ensure deliverables meet defined standards and client expectations.
 - Conduct regular project reviews to evaluate outcomes and identify areas for improvement.
- **Budget and Resource Management**
 - Manage project budgets, tracking expenses and ensuring financial goals are met.
 - Optimize resource allocation to maximize productivity and meet project milestones.
- **Technical Expertise**
 - Stay updated on industry trends and advancements to drive innovation within projects.
 - Utilize strong technical knowledge to understand project requirements and provide guidance on technical solutions.
- **Monitoring and Evaluation (M&E)**
 - Develop and implement M&E frameworks to track project progress and impact.
 - Collect and analyze data to assess the effectiveness and efficiency of project activities.
 - Prepare detailed M&E reports for internal use and donor requirements.

- **Reporting**
 - Develop comprehensive reports for donors, detailing project progress, challenges, and outcomes.
 - Ensure timely submission of all required reports and documentation.
- **Grant Writing and Fundraising**
 - Participate in grant writing and fundraising efforts to support project initiatives.

Qualifications

- **Education** - Bachelor's degree in Development Studies, Community Health, Public Administration, Social Work, or any other relevant field.
- **Experience:** Minimum of five years of experience in project management.

Skills:

- Strong leadership and interpersonal skills.
- Excellent problem-solving and decision-making abilities.
- Proficient in project management tools and methodologies.
- Proven experience as a technical project manager, with a successful track record of delivering complex projects.
- Language: Fluency in English and local language/s.



COSEDA

