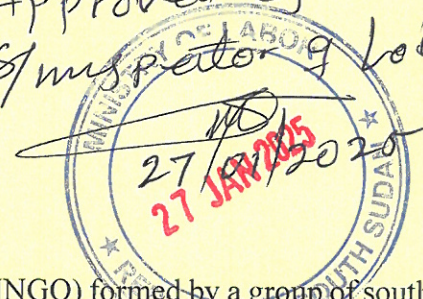




50-4-3
Approved by
Inspector of Labour



BACKGROUND: -

TITI Foundation is a national non-governmental organization (NNGO) formed by a group of south Sudanese professionals, from varied educational background and experiences. TITI is an abbreviation of “**TOGETHER IN TRANSFORMATIONAL INITIATIVES**”- promoting progress, peace and prosperity. The organization is registered (with the South Sudan Relief and Rehabilitation Commission (SSRRC), registration number 519 under chapter 3, section 10 of the 2013 South Sudan NGO Act We have been active in South Sudan since 2016 and are committed to the safety and protection of children rights from intentional and unintentional harm. To date, we continue to offer responses for returnees, internally displaced persons (IDPs) and the host communities in need of assistance to obtain durable solutions, addressing their food security, livelihood, education, water, hygiene and sanitation, peace building and conflict mitigation and nutrition needs.

The Job Title: Program Manager

Level: Senior Level Management

Contract Type: Full time Appointment

Closing date: 14th February 2025 05:00 PM

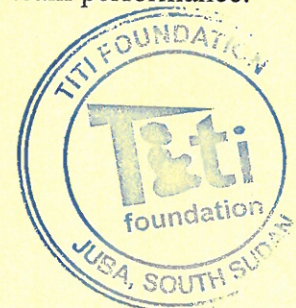
Duty station: (1 position – Juba)

Job Summary:

We are seeking a highly skilled and motivated Program Manager to oversee multiple projects and programs that align with the Titi Foundation 's strategic objectives. The Program Manager will work closely with project teams, business leaders, and other stakeholders to ensure successful program delivery, manage resources, and mitigate risks. The role requires strong leadership, communication, and organizational skills to drive results across various initiatives.

Key Responsibilities:

- **Program Planning & Strategy:**
 - Define program goals, objectives, and deliverables that align with project strategy.
 - Develop and maintain detailed program roadmaps, schedules, and milestones.
 - Collaborate with stakeholders to prioritize tasks and manage expectations.
- **Leadership & Team Management:**
 - Lead cross-functional teams, providing guidance, direction, and motivation.
 - Ensure clear communication across teams, departments, and stakeholders.
 - Resolve conflicts and remove obstacles that may hinder team performance.



- **Budget & Resource Management:**
 - Manage the program budget, ensuring optimal resource allocation.
 - Monitor expenses and ensure that the program stays within financial constraints.
 - Oversee procurement, vendor management, and contract negotiations as necessary.
- **Risk Management:**
 - Identify, assess, and mitigate program risks and issues.
 - Develop contingency plans and manage change control processes.
- **Performance Monitoring & Reporting:**
 - *Track the progress of all projects within the program and ensure alignment with timelines and objectives.*
 - Provide regular status reports and presentations to senior management and stakeholders.
 - Analyze and report on program performance, delivering recommendations for improvements.
- **Continuous Improvement:**
 - Continuously seek process improvements and implement best practices for program management.
 - Conduct post-program evaluations and incorporate lessons learned into future initiatives.

Qualifications:

- Bachelor's degree in social science, Business , development Studies or related field (Master's degree preferred).
- 5+ years of experience in program management or project management roles.
- Proven experience leading and managing cross-functional teams.
- Strong knowledge of project management methodologies (e.g., Agile, Waterfall).
- Exceptional communication, organizational, and leadership skills.
- Ability to manage multiple projects simultaneously in a fast-paced environment.
- PMP, PgMP, or similar certification preferred.



Confidentiality

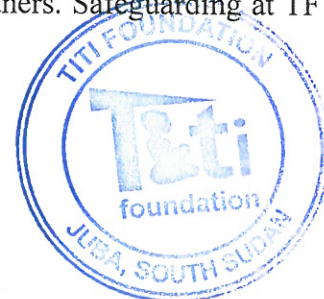
Ensuring the non-disclosure of any information whatsoever relating to the practices and business of TF acquired in the course of duty, to any other person or organization without authority.

Professional standards

The TITI Foundation and TF workers must adhere to the values and principles outlined in TF way-standards for professional conduct. These are integrity, service and accountability. In accordance with these values, the TF operates and enforces policies on beneficiary protection from exploitation and Abuse, child safeguarding, anti-workplace harassment, fiscal integrity and anti-retaliation, combating trafficking in persons and several others.

Safeguarding policy

Zero tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors and implementing partners. Safeguarding at TF is an integral



to the organization values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation abuse, and harassment of any person linked to the program by both its employees and downstream partner.

Equal opportunity employer

TF has an equal opportunity employer, considers all applicants on the basis of merit without regard to race, sex, nation, origin, religion sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.

How to apply

Applications should include an updated Curriculum Vitae (CV) and cover letter. In the cover letter (of not more than two pages), the candidate should briefly describe his or her motivation for the position and highlight relevant experience. The above documents can be delivered to Titi Foundation Head Office, Nyakuron West, Yei Road toward Rock City, or sent in soft copy to: titifoundationss@gmail.com

Shortlisted candidate will be contacted only and attach photocopies, remember no return of the any documents.

The successful candidate will be subjected to a thorough background check and satisfactory references.

Female applicants are highly encouraged to apply. This is a national position open to South Sudanese only.

