



Vacancy Announcement

Job Title :	Programme Officer
Work location	Juba, South Sudan
Reports to :	Country Programme Manager
Advert posting date :	6 th March 2026
Application deadline :	26 th March 2026
Working hours:	Full-time(40h/Week)
Team/Division:	Programme Development and Implementation
Salary Level:	Salary level: BG 08
Number of staff required	one

About CBM

CBM Christoffel-Blindenmission Christian Blind Mission e.V. is an international development organization committed to improving the quality of life of persons with disabilities in the poorest countries of the world. Based on our Christian values and more than 100 years of professional expertise, we address poverty as a cause and a consequence of disability. We work in partnerships to create an inclusive society for all.

About the role:

We are looking for a Programme Officer to join our Country Programme Team. Reporting to the Programme Manager, the Programme Officer is responsible for the management of one or more projects that align with CBM's mission. This project management role includes the full cycle from development to implementation and administration to completion of projects. Management of the project is not just limited to the programmatic aspects of the project but also the financial aspects of a project. The Programme Officer will ensure that Programmes are executed effectively, within budget, on schedule, and scope while maintaining high standards of quality and impact. The role involves coordinating with various stakeholders, including local partners, internal stakeholders, and donors, to achieve project goals.

The position is only filled locally in CBM South Sudan. Contractual conditions of the country will be applied expatriation is not intended.

These are your responsibilities

Project Development:

- Responsible for the development of project ideas, project design; concept note, log frame, proposal narrative and activities for budget planning
- Identify Partners in alignment with Country Director, Fundraising teams and Initiative



- Collaborate with and support the Partner Portfolio team in planning and conducting partner assessments and addressing identified gaps related to programmes and governance.
- Preparation and onboarding of partners (Kick off workshops; explanation of CBM and donor specific tools, processes, and reporting calendar).

Partner Capacity Building

- Conduct Partner Programmatic Capacity building events/ trainings
- Support the CD in Bi-annual/annual review meetings with multiple partners

Project Coordination & Quality Assurance

- Coordination with partners on agreed activities and timelines. Ensure activities are carried out by the partner as per agreed timeline; communicating with partners on project progress; guidance to partners on implementation issues.
- Manage Budget and/ or activity change requests: Alignment/discussion with partners, analysis of budget or activities and managing deviations, communication and coordination with relevant divisions

Monitoring, Evaluation and Learning

- Conduct monitoring visits to Partners: Remote or travel on-site. Pre-arrangements and coordination with partner, ToRs development, documents check (including a high-level check of key vouchers), stakeholder meetings, debrief, monitoring report, follow up on agreed actions.
- Evaluations: ToRs development, consultant recruitment, capturing and dissemination of learnings; follow up on actions.
- Knowledge and Learning management: Documentation, dissemination, and representation of learnings/best practices - internal & external.

Reporting & Audit

- Project Reporting: Review and finalize all reports, programmatic and financial
- Check activity and budget status to calculate forecast and Request of Funds
- Ensure compliance with donor requirements and organizational policies.
- Audits: follow up on programmatic and governance related actions.

Compliance & Risk Management

- Risk Identification and Mitigation: Identify project risks/ issues and develop mitigation plans. Ensure implementation, monitoring, and follow-up.
- Compliance assurance: Ensure that implementing partner has programmatic systems, processes, and capacities in place to guarantee compliance with CBM requirements.
- Support in implementation of Partner Assessment programme and governance related recommendations and actions.

Project Administration in ERP System (PROMIS/ NGO Online)

- Set up of project in PROMIS and ensure project related data in PROMIS is kept updated during implementation and completion.



- Timely Forecasting, Budget adjustments in system considering unspent funds & unimplemented activities, maintain monitoring system and carryout required status updates (forecasts, cost plan revision, upload of reports, Quick Status Review) etc.

Internal Alignment & External Stakeholder Management

- Ensure internal alignment with relevant stakeholders
- Represent CBM on behalf of Country Director and upon delegated responsibility to external stakeholders

These are your qualifications

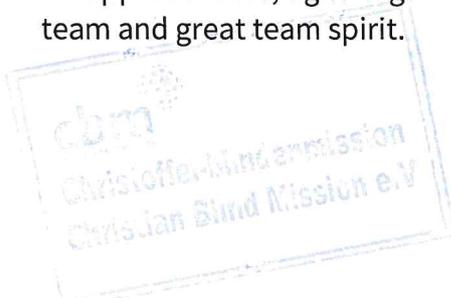
- Education. Bachelor's degree in Public Health, Project Management, Social Works and Social Administration, Social Science, International Development, Development Studies or equivalent. Masters will be an added advantage.
- Experience: at least 5 years of experience in project management within the I/NGO sector, or equivalent
- Ability to plan, execute, and oversee projects, ensuring they meet objectives and are completed on time and within budget. Well versed in project management tools and methods (iPCM, Log frame, monitoring tools)
- Skills in managing multiple programmes, including coordination, monitoring, and evaluation.
- Proficiency in analysing and forecasting financial and programmatic data to inform decision-making and improve program outcomes.
- Excellent written and verbal communication skills to effectively convey information to stakeholders.
- Strong ability to collaborate and interact with diverse groups, including team members, partners, and beneficiaries.
- Ability to identify issues and develop effective solutions.
- Skills in managing program budgets and ensuring financial accountability.
- Professional proficiency in English, local language highly appreciated.

Attributes:

- Flexibility to adjust to changing circumstances and environments.
- Understanding and respecting cultural differences to work effectively in diverse settings.
- Ensuring accuracy and thoroughness in all aspects of program management.
Passion for the organization's mission and dedication to making a positive impact
- Identification with Christian values and the mandate of CBM

What we offer

- A meaningful position with a lot of creative freedom in the world's leading organization in the field of Disability Inclusive Development.
- A fair salary and other social benefits based on the local conditions in the country you apply for.
- An approachable, agile organization with self-reliant people in a diverse and collegial team and great team spirit.



How to apply

Send your application documents (a letter of motivation and an updated CV in English) to this link: jobs-1029@cbm.rexx-recruitment.com

Or

Applications can be submitted in hardcopy to the physical address below:
Christoffel-Blindenmission Christian Blind Mission e.V.
Buluk Eye Centre ,400 Meters South Ministry of Petroleum
Juba, South Sudan, Opposite Sudan Embassy

We look forward to receiving your reply!

We would like to further promote diversity in our teams and therefore welcome applications from people of different ethnic and social backgrounds, religions and world views, different ages and genders, and especially from people with disabilities.

Only short-listed candidates will be contacted

