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Approved by A/Director/
MOLIRSDT
19/11/2026

Munuki SDA
ADRA Compound
P.O Box 247
Juba, South Sudan

MINISTRY OF LABOR
19 NOV 2026
REPUBLIC OF SOUTH SUDAN

JOB ADVERT

Job Title:	Community Care Manager
Qualification:	Bachelor Degree in Social Work, Community Development, Sociology or Gender Studies, Development Studies, Psychology.
Experience:	Minimum 3 (three) years as community based-programming, GBV prevention, protection and gender preferably in humanitarian organizations.
Job Location:	Juba, Roving to States and Administrative Area
Supervisor:	Project Manager
Closing date:	9th December 2026 at 5:00pm South Sudan time

Introduction: The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is "To serve humanity so all may live as God intended". ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan's thematic areas are health, education, food security and livelihood and emergency response.

ADRA's Motto: Justice. Compassion. Love

ADRA's Values: Courageous. Compassionate. Connected

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JOB SUMMARY:

The Community Care Manager is responsible for coordinating, monitoring, and supporting implementation of the GBV Communities Care intervention across the five selected states. The Manager will support Community Discussion Leaders and relevant field teams to implement planned activities in line with the approved project work plan, Communities Care approach, World Bank environmental and social requirements, safeguarding procedures, and confidentiality standards.

The Community Care Manager will not directly carry out community mobilization, facilitate community dialogue sessions, develop community action plans on behalf of communities, or perform other duties assigned to Community Discussion Leaders. The role will focus on coordination, supportive supervision, quality follow-up, reporting, and operational support to the GBV prevention work

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DUTIES & RESPONSIBILITIES:

1. Programme Coordination and Planning

- Coordinate GBV prevention aspect for the SSWSEEP including community awareness activities at state level.
- Coordinate implementation of Community Care activities across the five selected states.
- Capacity building on GBV community care prevention work
- Prepare monthly, quarterly, and annual activity plans in consultation with the Project Coordinator.
- Maintain updated project schedules, implementation trackers, and activity calendars.
- Follow up with field teams to ensure activities are completed according to the approved work plan.
- Identify activity delays, implementation challenges, and support needs.
- Monitor implementation against the approved scope, timeline, and activity budgets, and report significant variances to the Project Coordinator.
- Provide regular updates to the Project Coordinator.

2. Support to Community Discussion Leaders

- Support the transparent identification and selection of Community Discussion Leaders in consultation with communities, relevant field teams, and the Project Coordinator.
- Coordinate with relevant technical staff or approved facilitators to deliver training and refresher sessions for Community Discussion Leaders.
- Ensure Community Discussion Leaders understand their roles, session schedules, reporting requirements, safeguarding obligations, and referral procedures.
- Provide regular supportive supervision and follow-up.
- Conduct field visits to observe dialogue sessions and provide feedback.
- Review attendance records, session reports, and other documents submitted by Community Discussion Leaders.
- Organize review meetings, refresher sessions, and experience-sharing meetings.
- Support Community Discussion Leaders to address implementation challenges without taking over their duties.
- Refer serious technical, protection, safeguarding, or operational concerns to the Project Coordinator and relevant staff.

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3. Quality Follow-Up of Community Activities

- Monitor community dialogue, awareness, mobilization, and action activities carried out by Community Discussion Leaders and field teams.
- Ensure activities follow the approved Communities Care discussion guide and project work plan.
- Confirm that activities are conducted respectfully, safely, and in languages understood by participants.
- Monitor and support Community Discussion Leaders to promote the safe and inclusive participation of women, men, youth, persons with disabilities, and other vulnerable groups.
- Check that community activities do not expose participants or survivors to stigma, discrimination, retaliation, or harm.
- Provide practical feedback to field teams and Community Discussion Leaders to improve activity quality.
- Report any serious quality or implementation concerns to the Project Coordinator.

4. Safeguarding, Confidentiality, and Referral Support

- Ensure Community Discussion Leaders and staff supporting the Communities Care intervention comply with applicable World Bank Environmental and Social Framework requirements, approved project environmental and social instruments, Codes of Conduct, grievance procedures.
- Promote confidentiality, dignity, respect, inclusion, informed participation, and non-discrimination.
- Ensure Community Discussion Leaders have updated information on available GBV and protection services.
- Support coordination between Community Discussion Leaders, field teams, and service providers.
- Ensure Community Discussion Leaders do not investigate cases or provide services for which they are not trained.
- Report safeguarding concerns and serious protection risks through approved procedures.
- Ensure personal and sensitive information is handled securely and confidentially.
- Promote safe and accessible feedback and complaints mechanisms in project locations.

5. Monitoring, Documentation, and Reporting

- Coordinate timely collection and submission of activity data and supporting documents from the five states, in accordance with tools and guidance provided by the M&E Specialist.
- Review attendance sheets, training records, session reports, field-monitoring reports, and other project documentation.
- Work with the M&E Specialist to track activities, participation, progress, and results.
- Support baseline, midline, endline, monitoring, and evaluation activities.
- Maintain organized and secure project files.
- Prepare and submit weekly, monthly, and quarterly progress reports.
- Report achievements, challenges, risks, delays, lessons learned, and planned actions.
- Document success stories and examples of positive community change.
- Ensure reports do not include names or information that could identify survivors.

6. Coordination and Collaboration

- Maintain regular communication with state and county authorities, community leaders, service providers, and project partners.
- Participate in coordination meetings as assigned by the Project Coordinator.





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- Support communication between project teams, Community Discussion Leaders, community structures, and service providers.
- Help organize project review meetings, joint monitoring visits, and stakeholder meetings.
- Maintain positive working relationships with Ministry representatives, local authorities, women-led organizations, youth groups, religious leaders, and other community structures.
- Represent the project in local meetings when delegated by the Project Coordinator.

7. Operational and Logistical Support

- Coordinate with finance, administration, procurement, and logistics staff to support project activities.
- Ensure training materials, discussion guides, stationery, transport, venues, and other activity requirements are available on time.
- Support preparation of activity requests, budgets, cash forecasts, and procurement requests.
- Follow up on submission of attendance records, payment documents, receipts, and activity accountabilities.
- Monitor use of project materials and equipment.
- Report loss, damage, misuse, or shortages of project resources.
- Support monitoring visits, donor visits, assessments, reviews, and learning events.

8. Risk Management

- Monitor risks that may affect Community Care activities.
- Report community resistance, insecurity, low participation, safeguarding concerns, weak referral services, staff burnout, or other implementation risks.
- Support field teams to apply agreed risk-mitigation measures.
- Work with the Project Coordinator to adjust activity schedules or locations where necessary.
- Ensure that project implementation follows conflict-sensitive and do-no-harm principles.

PERFORMANCE INDICATORS:

- Complete at least 80% of assigned roles and field activities
- Meet at least 75% of project work plan indicators,
- Complete at least 75% of planned field activities.
- Ensure timely submission of all sites reports.
- Time management.
- Teamwork
- Interpersonal and communication skills.

INSTRUCTIONS FOR APPLICATIONS:

- All applications should be emailed to jobs@adrasouthsudan.org or hand delivery to ADRA office at Munuki SDA Compound.

  Note:
- A CV of 4 pages or less coupled with a one-page cover letter will be required. Telephone contact details will be required.
- Relevant copies (NOT ORIGINALS) of certificates, testimonials and nationality
- Only Shortlisted candidates will be invited for interviews.
- Due to urgency of this position, the screening of the CVs will be done on rolling bases.
- Applications once submitted are NOT returnable

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SAFEGUARDING:

ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

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