

Postal Address:
P.O. Box 14894
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SSCC Compound
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Juba, South Sudan

Mennonite Central
Committee
Akron, Pennsylvania
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southsudanrep@mcc.org

10th August 2023.



HIRING NOTICE

Job Title: Program Officer (Re- advertised)
Duty Station: Juba, South Sudan.
Contract type: Full time contract (1 Year - Renewable)
Reports to: MCC Country Representative
Employment Start date: As soon as possible.



Mennonite Central Committee (MCC) wishes to advertise a vacant position for the **Program Officer** as stated below. Interested persons are requested to send applications to Mennonite Central Committee not **later than 29th August 2023**. The Application must include a covering letter, a CV, supporting documents and qualifications, and letter of recommendation or references.

MCC is a global Ministry of Anabaptist Churches that strives to share God's love and compassion for all in the name of Christ by responding to basic human needs and working for peace and justice. In South Sudan, Mennonite Central Committee supports relief, development, and peace interventions through the work of partners who implement Education, Food Security and Sustainable Livelihoods, Health, Peace and Restorative Justice and Emergency and disaster response projects.

Mennonite central committee is seeking for qualified individuals to fill the position of **Program Officer**. The primary purpose of the Program Officer position is to serve as the operational link between MCC South Sudan and its various partners. The person will engage MCC partners in program/project visioning, planning, implementation, capacity-building, reporting, monitoring, and evaluation of their work.

Primary Duties and Responsibilities.

- **Concept papers and proposal development:** Contribute to and Support partners in the development of quality project designs, writing and review of concepts and fundable proposals for diverse humanitarian and development interventions in line with MCC's strategic directions.
- **Networking, Coordination and Relationship building.** Maintain mutual relationship with partners, and Profile, provide guidance to MCC partners to establish and maintain effective partnerships with other International and National humanitarian and development organizations and networks in order to build synergies and leverage their analytical, technical, advocacy and financial capacity.
- **Report Writing:** Ensure partners' project reporting is in line with MOU expectations to ensure accountable projects. This will involve building partners capacity and competencies in using MCC reporting formats and undertaking regular review of submitted progress narrative and financial reports to ensure to bolster the quality of reports..
- **Assessments, Research and Documentation.** Support partner assessments and survey initiatives by supporting partners' project evaluations, needs/situation assessments, designs of data collection tools, reviews, analysis, and interpretation of responses and production of reports for decision making.
- **Projects Implementation, monitoring, and Evaluation.** Undertake regular review of the implementation and performance of supported partner project activities, including through appropriate physical field

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monitoring visits to evaluate the projects by reviewing work plans, implementation strategies, data collection measures and obtain learnings and best practices to enhance projects performance.

- **Capacity building assessments, trainings and information sharing.** Support partner capacity building assessments and development of partners/context specific capacity building plans for each of the targets based on assessments of their capacities and needs. This will include facilitating trainings, coaching, and mentoring in relation to MCC's accompaniment model.
- **Partners planning and strategy support.** Facilitate or participate in strategic planning processes for partners – including community needs prioritization, and in developing goals, objectives and activities.
- **Country office/programme support/team activity participation:** S/He will collaborate closely with the Country representative and other staff in the MCC South Sudan country office and will provide inputs to annual plans, budget preparation, organize partner gatherings, attend team meetings and retreats and Represent MCC at partner networks, clusters or contact group meetings/functions and through written correspondence and/or as and when delegated.
- Be available to travel 50% of work time.
- Perform any other tasks as may be assigned from time to time.

Qualifications:

- A bachelor's degree in areas of Community development, Social Sciences, Agriculture, Project Management and economics. A training in Project planning and management and Monitoring & Evaluation is a strong asset and highly preferred.
- 2 years' experience in Programme Management work, with Demonstrated ability to plan, Formulate, organize and monitor inter-connected small, medium and large projects with NGOs in South Sudan
- A personal commitment to and interest in peace, justice, nonviolence and social change.
- Strong English-language, analytic and communication skills; demonstrated ability to write clearly and to make well organized verbal presentations.
- Adequate knowledge and skills in computer operations (e.g. MS Excel, Word, PowerPoint)
- Driving license and excellent driving record
- Demonstrated commitment to high moral standards of integrity in managing time and money.
- Ability to work in cross-cultural teams and/or people of diverse culture.

Please note that: All MCC workers are expected to exhibit a commitment to: a personal Christian faith and discipleship; active membership or participation in a Christian church; and nonviolent peacemaking. MCC is an equal opportunity employer, committed to employment equity. MCC values diversity and invites all qualified candidates to apply.

Previous applicants need not to apply.

Application with **Program Officer – South Sudan** in subject of email should be sent to easregionrecruitment@mcc.org

OR:

Hand delivered to the MCC Office at South Sudan Council of Churches Compound, Ministries Road, May street, Juba, South Sudan not later than **29th August, 2023 at 05:00 pm EAT.**

