



Catholic Medical Mission Board

Stakeholder and Partnerships Coordinator _ Job Advertisement



Position:	Stakeholder and Partnerships Coordinator
Department	Cross-Functional Country Office Program Support
Duty Station:	Juba, with travel to field locations as required
Reports To:	Country Director
Proposed Grade	Grade F
Opening Date:	7 th October 2026
Closing Date	26 th October 2026

About CMMB

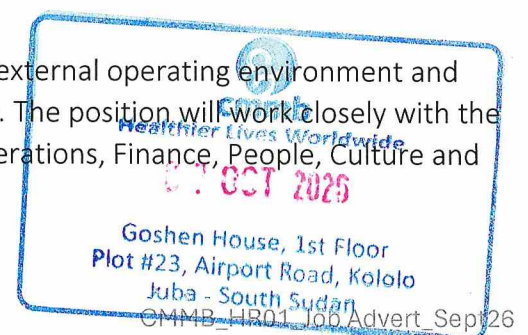
Catholic Medical Mission Board (CMMB) is an international developmental organization that believes in a world in which every human life is valued, and health and human dignity are shared by all. We believe that access to quality healthcare is a basic human right. For 110 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children, and their communities. For further information on CMMB South Sudan, visit our webpage at www.cmmb.org. CMMB has been working in South Sudan for over a decade providing a package of integrated health services to vulnerable populations, redressing issues that affect the health and wellbeing of mothers, children, and newborns. CMMB supports the Ministry of Health (MOH), working with other health partners, to provide: (a) a continuum of care through integrated health services (MNCH, nutrition, WASH, Child Protection and GBV) and health infrastructure strengthening at the community, facility, County and State levels; (b) health workforce capacity strengthening through on the job mentoring and training, as well as leveraging CMMB's international volunteer program; and (c) Health Information System strengthening through transitioning from paper based data collection and reporting to more accurate and timely electronic systems, reproducing and disseminating health registers and training of SMOH data clerks. CMMB also promotes equal access to basic essential medicine through its medical donation program.

Job Summary

The Stakeholder and Partnerships Coordinator is responsible for strengthening CMMB South Sudan's strategic relationships with government, donors, UN agencies, implementing partners, civil society organizations, faith-based institutions, academia, private sector actors, and other key stakeholders.

The role supports the Country Director in positioning CMMB as a trusted, credible, and effective partner by coordinating stakeholder engagement, developing and maintaining strategic partnerships, supporting localization efforts, and ensuring systematic follow-up of external relationships and commitments.

The Coordinator will maintain a strong understanding of the external operating environment and provide timely stakeholder intelligence to country leadership. The position will work closely with the Program Director, Project Director (AHEC) project teams, Operations, Finance, People, Culture and



Communities (PCC), Communications, and relevant CMMB Global Support Center functions to ensure partnerships are aligned with CMMB's country strategy, values, and organizational priorities.

The role does not lead business development, proposal development, program technical design, or organizational communications, but will contribute relevant stakeholder intelligence, relationship support, and partnership inputs to these functions. The incumbent may be assigned other duties from time to time as guided by the Country Director.

Key Responsibilities

Stakeholder Engagement and Relationship Management

- Develop and maintain a comprehensive stakeholder map (with comprehensive analyses) and engagement plan covering government, donors, UN agencies, INGOs, national NGOs, faith-based organizations, academia, private sector actors, and other strategic partners.
- Coordinate and support high-level stakeholder engagements led by the Country Director and other designated CMMB leaders.
- Maintain regular contact with priority stakeholders and support the development of trusted, mutually beneficial relationships.
- Track commitments, action points, and follow-up requirements arising from stakeholder meetings and engagements.
- Ensure country leadership receives timely updates on key external developments, relationships, and stakeholder priorities.



Strategic Partnerships Development and Coordination

- Identify and assess potential strategic partners aligned with CMMB South Sudan's priorities and comparative advantage.
- Coordinate the development and review of MoUs, collaboration frameworks, partnership agreements, and other non-financial partnership arrangements in collaboration with relevant departments.
- Maintain an updated portfolio of CMMB partnerships and monitor progress against agreed partnership objectives.
- Support development of consortium relationships, joint initiatives, and institutional collaborations that strengthen CMMB's reach, influence, and program effectiveness.
- Identify and escalate partnership risks, bottlenecks, and opportunities to the Country Director and relevant leadership.

Local Partner Engagement and Capacity Strengthening

- Support implementation of CMMB South Sudan's localization priorities through identification and engagement of capable national and local organizations.
- Coordinate partnership capacity assessments with Programs, Finance, PCC, Compliance, and Operations as appropriate.
- Track localization commitments, partnership-development actions, and progress toward stronger local institutional capacity.



- Facilitate structured engagement with community-based, faith-based, and civil society organizations to strengthen locally led programming.
- Promote respectful, transparent, and accountable partnership practices consistent with CMMB values and safeguarding standards.

External Representation and Coordination

- Represent CMMB in approved government, donor, UN, NGO, and sector coordination meetings as delegated by the Country Director.
- Ensure CMMB is appropriately represented in relevant national and state-level coordination forums, including various emergency preparedness and response coordination meetings.
- Prepare concise briefs, meeting notes, and action summaries for country leadership following significant external engagements.
- Coordinate organizational participation in priority stakeholder events, consultations, and partnership forums.
- Support relationship continuity by ensuring appropriate handover and documentation of key external contacts and commitments.

Stakeholder Intelligence and Strategic Positioning

- Monitor and synthesize information on government priorities, donor interests, sector developments, partner activities, and emerging collaboration opportunities.
- Prepare stakeholder and partnership briefs to support leadership decision-making and external engagement.
- Identify opportunities where CMMB should strengthen its presence, relationships, collaboration, or institutional positioning.
- Provide stakeholder intelligence and partnership inputs to the Program Director, Project Director (AHEC) and relevant teams for business development and program planning processes.
- Work with the Country Director and Communications function to identify partnership achievements and stakeholder engagement results that may support organizational visibility and positioning.

Working Relationships

- Country Director
- Finance & Operations
- Private sector partners
- Program Director
- Academic and research institutions
- National and international NGOs
- Program teams
- People, Culture and Communities (PCC)
- Communications
- Government counterparts





- Faith-based organizations
- Project Director (AHEC)
- Project Managers and Technical Leads
- Donors and UN agencies

Senior Leadership Team Engagement

The Stakeholder and Partnerships Coordinator may participate in Senior Leadership Meetings (SLT) meetings by invitation where matters relating to stakeholder engagement, partnerships, localization, external positioning, or other relevant strategic issues are under consideration.

Qualifications and Experience

- Bachelor's degree in International Development, Public Health, International Relations, Public Administration, Business Administration, Development Studies, Communications, or another relevant field; a Master's degree will be an advantage.
- Minimum of four years of relevant experience in stakeholder engagement, partnerships, external relations, development programming, or institutional coordination.
- Demonstrated experience working with government institutions, donors, UN agencies, NGOs, civil society organizations, and other development or humanitarian stakeholders.
- Experience developing and managing institutional partnerships, MoUs, collaboration frameworks, or consortium relationships.
- Experience working in South Sudan or another fragile or conflict-affected setting is highly desirable.

Skills and Competencies

- Strong relationship-building, diplomacy, negotiation, and stakeholder-management skills.
- Excellent written and verbal communication skills, including preparation of concise briefs and executive updates.
- Strong political and contextual awareness with sound judgment in complex operating environments.
- Ability to coordinate across multiple departments and stakeholders without direct supervisory authority.
- Strong organizational skills with the ability to track commitments, follow-up actions, and multiple partnership processes.
- High standards of integrity, confidentiality, accountability, and professionalism.
- Ability to represent CMMB credibly and consistently with its mission, values, safeguarding, and ethical standards.

Travel Requirements

- Willingness and ability to travel within South Sudan as required to support stakeholder engagement, partnership development, and field-level coordination.

Performance Expectations

- Quality and currency of the stakeholder engagement plan.
- Number and quality of priority partnerships developed or strengthened.



- Timely follow-up of stakeholder commitments and action points.
- Progress on localization and local partner engagement.
- Quality of stakeholder intelligence provided to leadership.
- Contribution to CMMB's external positioning and strategic relationships and goals.

Performance Accountability

Performance will be assessed through a formal annual performance measurement matrix covering stakeholder engagement and relationship management, strategic partnership development and coordination, localization and local partner engagement, external representation and coordination, stakeholder intelligence and strategic positioning, and contribution to organizational priorities. Performance at this level requires consistent follow-through on stakeholder commitments, development and strengthening of priority partnerships, timely and useful intelligence to leadership, credible representation of CMMB, and demonstrable progress in advancing localization and CMMB South Sudan's strategic relationships.

How to apply:

Please submit your CV and covering letter addressed to CMMB South Sudan at the following email address: CMMBSouthSudanjobs@cmmb.org by latest the **26th of October 2026**. Please note that due to the urgent nature of the position, evaluation of application will be on a rolling basis. We encourage qualified female candidates to apply.

Applications can also be **hand delivered** to the address below during working hours between 8.00am and 5.00pm:

CMMB South Sudan, Head Office Goshen House, 1st Floor, Plot #23 Airport Rd Kololo, Juba and Plot 98, Nakpangau, Stadium Road, Yambio

Please note: "CMMB has zero tolerance on Sexual Exploitation, Abuse and Harassment (SEAH), and therefore the successful candidate will be subject to a through SEAH reference check in accordance with CMMB policies. In that regard, please read, sign the self-declaration, and consent form on the last page and return with your application. Please note, your application will not be considered if your signed self-declaration and consent form is not received along with your application."



Catholic Medical Mission Board
Sexual Exploitation, Abuse & Harassment (SEAH)
Self-Declaration & Consent Form

CMMB has zero tolerance on Sexual Exploitation, Abuse and Harassment (SEAH), and therefore the successful candidate will be subject to a through SEAH reference check in accordance with CMMB policies. In that regard, please read and sign the attached self-declaration and consent form and return with your application. Please fill and sign this self-declaration and consent form and return it to CMMB HR with your application. Kindly note that your application will not be considered if your signed self-declaration and consent form is not received along with your application.

I..... hereby declare to the best of knowledge that I have not committed any act of Sexual Exploitation, Abuse and Harassment in my pass employment.

I hereby give my full consent for CMMB to conduct further background check related to SEAH.

Name : _____

Signature : _____

National ID/PP: _____

Date : _____

