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Approved

19th 2025/12/2025

Career Opportunity at the Organisation for Children's Harmony (TOCH) South Sudan.

About TOCH

The Organisation For Children, Harmony (TOCH South Sudan) is a national non-governmental, humanitarian, development and advocacy organisation established in 2008. TOCH is dedicated to working with and for children, women, their families and the entire communities to achieve a just, peaceful and prosperous community. TOCH South Sudan has operations across five states in South Sudan, namely: Warrap, Lakes, Western & Northern Bahr el Ghazal states plus Juba as its Headquarters

TOCH is legally registered by the government of South Sudan as a National Non-Governmental Organisation (NNGO) in 2011 by the Ministry of Legal Affairs and Constitutional Development (No.1,115) and with the South Sudan Relief and Rehabilitation Commission (SSRRC) (No.339).

TOCH is both Humanitarian, Development and Advocacy organization, dedicated to working with children, women, their families and the entire communities along five thematic areas of:

1. Sustainable Education and Child Protection services
2. Sustainable Peace and Conflict Resolution
3. Health, Nutrition and WASH Services
4. Women and Youth Livelihood Empowerment
5. Institutional development and Sustainability

TOCH South Sudan seeking the service for an Area Programme Coordinator (APC) to be base in Warrap town, Tonj North county Field office, Warrap state. The position shall be responsible for the planning, coordination, implementation, and oversight of an organization's programs within TOCH Operation areas in Warrap, Western & Northern Bahr el Ghazal states respectively.

The incumbent candidate will manage and implements development/humanitarian programs within the assigned areas to overseeing teams, budgets, operations, and stakeholder relations to ensure goals are met, adapting strategies for local needs, reporting progress, and driving community impact through sectoral thematic priorities of TOCH 2026-20230 Strategic Plan.

Job Title	Area Programme Coordinator (APC)
Reporting to	Operations Manager
Working Relationships with sectors	Programme Manager, Finance & Compliance Manager
Location	Warrap Town, Tonj North County
Contract Length	12 Months, Provisional and subject to successful probationary period of 3 months.

Overall purpose of the Role:

The Area Programme Coordinator (APC) is responsible for the overall leadership, coordination, and management of TOCH's sub-office operations in Warrap town, Tonj North County. This includes overseeing programme implementation, managing administrative and financial functions, supervising field staff, and ensuring alignment with TOCH's mission and strategic objectives. The APC serves as the primary representative of TOCH in the designated area and ensures effective collaboration with local stakeholders, partners, and communities.

Key Responsibilities:

1. Programme Management:

- Lead the planning, implementation, monitoring, and evaluation of all TOCH programmes in the area.
- Ensure programme activities are delivered on time, within scope, and in accordance with donor and organizational standards.
- Facilitate community engagement and participatory approaches in programme design and delivery.
- Prepare and submit timely programme reports, success stories, and case studies.
- Identify emerging needs and propose new initiatives or adaptations to existing programmes.

2. Administration & Operations:

- Oversee day-to-day operations of the sub-office, including logistics, procurement, and asset management.
- Ensure compliance with TOCH's administrative, financial, and HR policies.
- Supervise support staff (e.g., admin officers, drivers, guards) and ensure smooth office functioning.
- Maintain accurate records and documentation for audits and internal reviews.

2. Financial Management:

- Manage the sub-office budget and ensure expenditures align with approved plans.
- Monitor financial transactions and ensure timely reporting and accountability.
- Support the finance team in preparing monthly financial reports and forecasts.

3. Human Resource Management:

- Supervise and support programme and administrative staff in the sub-office.
- Facilitate staff performance appraisals, capacity building, and team development.
- Ensure staff adhere to TOCH's code of conduct and safeguarding policies.

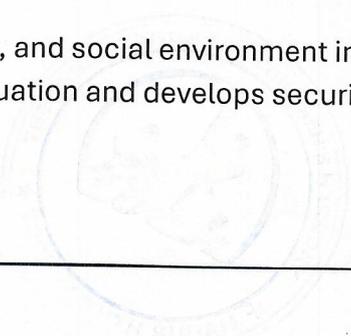
5. Representation & Coordination:

- Represent TOCH in local coordination forums, government meetings, and with community stakeholders.
- Build and maintain strong relationships with local authorities, partners, and beneficiaries.
- Advocate for the needs and rights of vulnerable communities in the area.

6. SECURITY

- APC is responsible for the Sub-office security management and ensures the security of staff, premise, materials and assets.
- Monitors the political, economic, and social environment in the area, assesses and analyses the risks, monitors -Reports the security situation and develops security procedures relevant to the context on daily, weekly and monthly bases

Qualifications and Experience:



- Bachelor's degree in Development Studies, Social Sciences, Public Administration, or related field (Master's degree is an asset).
- Minimum of 3-5 years of experience in programme management and office administration, preferably in humanitarian or development settings.
- Proven leadership and team management skills.
- Strong understanding of project cycle management, M&E, and budgeting.
- Excellent communication, interpersonal, and negotiation skills.
- Fluency in English required; knowledge of local languages is an advantage.
- Willingness to travel and work in remote field locations.

Core Competencies:

- Strategic thinking and problem-solving
- Results-oriented and accountable
- Cultural sensitivity and adaptability
- Strong organizational and time management skills
- Commitment to TOCH's mission and values

This position is only for the SOUTH SUDANESE NATIONAL

How to Apply:

- Please send one page of Cover Letter answering why you are a suitable candidate and what you will bring to the institution.
- Attach copies of your updated CV and national ID to recruitment@toch-ss.org or hand deliver to TOCH Filed Offices in Kuajok, Tonj North, Tonj and Rumbek Respectively.
- **FEMALES ARE STRONGLY ENCOURAGED TO APPLY**
- Deadline for receiving applications shall be on **14th January 2026 at 4:00 PM CAT.**
- *Only short-listed Candidates shall be contacted*
- *Any application sent after this deadline shall not be considered for the short list.*

