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16 JUN 2026
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ADVERTISEMENT

Humanitarian and Development Consortium (HDC) is a South Sudanese National NGO established in 2008, legally registered by Relief and Rehabilitation Commission (RRC) under Reg. No. 137. HDC vision is to empower communities. HDC delivers high-quality programming targeting women, children, and other persons of concern affected by the crises and climate shocks across South Sudan. HDC is implementing a four years' strategic plan with five program pillars; i.e. *Protection, Gender & Inclusion; Peacebuilding and Justice; Food Security and livelihoods; Public & Reproductive Health and Education*. HDC has operational presence across four (4) states (Upper Nile, Jonglei, Central Equatoria, Lakes) and two (2) administrative areas (Greater Pibor & Ruweng) in South Sudan, working with a dedicated staff and volunteers.

JOB TITLE:	Head of Programmes	Duty station	Juba South Sudan with (75% field travels)
REPORTS TO:	Executive Director		
SUPERVISES	Programme Managers, Technical Managers, Project Coordinators and Area Managers		
CONTRACT PERIOD:	Six (6) months with possibility of extension	TYPE:	Full-time, renewable based on performance and funding
OPENING DATE	16 th June 2026		
DEADLINE OF SUBMISSION:	3 rd July, 2026		

Job Purpose

The Head of Programmes reports directly to the Executive Director, she/he will provide strategic leadership to HDC Programmes team and a member of the Senior Management team. She/he is required to develop and implement long term strategic programmes and projects in line with the Organizational Strategic Plan 2024 -2027. She/he will provide strategic oversight management in planning, coordination, supervision and monitoring of all programmatic operations in all field locations to guarantee high quality programmes delivery and impact in accordance with organizational mission, donor priorities, and community needs.

Duties and Responsibilities

1. Strategic Leadership:

- Provide leadership and direction in strategy and programmes development, implementation, and evaluation.
- Lead the development of annual operational plans in collaboration with all area managers and the head of operations.
- Lead the Programme team in the operationalization and implementation of the Organizational Strategy 2024 – 2027.
- Review and ensure alignment of project objects to the organizational strategy and plans.



- Ensure quality programme implementation for all development and humanitarian projects including all nexus programme.
- Ensure programme learning and documentation is regularly conducted and shared with stakeholders.

2. Program Oversight:

- Ensure projects are timely delivered, within budget, and of high quality and impact.
- Establish systems to measure impact and integrate lessons learned.
- Ensure close monitoring of field programme delivery to ensure its aligned and contribute to Organizational strategy.
- Ensure quality and timely submission of donor reports including internal reports as per desired standards and guidelines.
- Ensure compliance of approved Programme and Project plans.
- Represent the organization in various programme coordination platforms
- Track trends in contemporary development programming and programme management practices, document and provide advice/ recommendations on key developments to SMT.

3. Team Management:

- Actively participate in Senior Management (SMT) meetings
- Line manage and facilitate programme team's capacity building, and promote a culture of accountability.
- Lead and manage program team to achieve programme targets in accordance to annual operational plans
- Ensure an enabling environment for staff performance, recognition and reward of the programme team to encourage productivity, innovation and performance.
- Participate in the review of staff job descriptions and setting of performance targets
- Involves in recruitment of staff in collaboration with Human resource manager.
- Assigns performance objectives to supervised staff, conducts comprehensive performance appraisal of supervised staff and provides feedback when necessary in line with HR policies
- Provides induction, training, coaching, mentoring and advice to supervised staff to ensure that they understand and carry out their responsibilities effectively.

4. Stakeholder Engagement:

- Represent the organization in programme related donors, government, and partners engagements.
- Cooperate with other departments in delivery the mission and vision of the organization.
- Support the Area managers/ coordinators in strengthening our relationship and visibility at the sub-national level



- Ensure effective information flow and communication with other stakeholders including partners and international teams
- Ensure effective partnerships at all levels as per standard procedures and guidelines of the organization.
- Establish and maintain organizational relationships and partners including with RLOs

5. Budgetary responsibility and Resource Mobilization:

- Lead the programme teams in budget development and closely monitor and review budgets
- Work closely with the finance manager to ensure effective financial and budgetary controls are followed
- Ensure corrective measures are timely taken to address over/ under spends during project implementation
- Identify annual efficiency cost effective programme implementation
- Support proposal development, donor reporting, and fundraising strategies in collaboration with the programme development lead.
- Support the Executive Director, in developing and managing organizational relationships

6. Risk & Compliance:

- Ensure adherence to donor and organizational compliance and policies including quality standard commitments (CHS, Safeguarding, PSEA, Gender & Inclusion, Disability Inclusion etc.).
- Lead the development and implementation of Organizational guidelines for the management of partnerships in line with respective donors' policies
- Participate in the review and update of Organizational policies and procedures and advise the SMT on the potential implications.
- Implement all necessary policies and procedures to ensure that correct procedures are followed by all programme staff
- Adhere/ Comply with approved organizational policies and procedures
- Any other assignment by the Executive Director

7. Key Performance Indicators (KPIs)

- **Program Delivery:** % of projects delivered on time and within budget; beneficiary reach vs. target.
- **Quality & Impact:** Achievement of program outcomes; donor satisfaction; evidence of community impact.
- **Monitoring & Learning:** Frequency of MERL reports; % of recommendations implemented; adaptive changes documented.



- **Team Management:** Staff retention rate; % of staff trained; employee satisfaction scores.
- **Stakeholder Engagement:** Number of active partnerships; donor renewal rate; representation in key forums.
- **Resource Mobilization:** Amount of funds raised vs. target; successful proposals submitted; diversification of funding.
- **Compliance & Risk:** % of audits passed; risk mitigation actions implemented; adherence to policies.

8. Qualifications, Experience and Competencies Require

- Master's degree in International Development, Social Sciences, or related field.
- 10 years of progressive experience in program management within humanitarian/development contexts.
- Strong leadership, team management, and strategic planning skills.
- Proven experience in donor relations, proposal writing, and fundraising.
- Excellent communication, negotiation, and representation skills.
- Professional certifications (e.g., PMP, MERL, CPA/ACCA for finance-heavy portfolios) are an added advantage.

9. Core Competencies

- Strategic thinking and problem-solving
- Results-oriented and accountable
- Strong interpersonal and cross-cultural communication
- Adaptability in complex and volatile environments
- Commitment to organizational values (integrity, impartiality, accountability, professionalism)

INTERESTED AND QUALIFIED APPLICANTS:

Interested and qualified applicants can submit their application letters including a CV in English, copies of Nationality and qualification documents, both phone and email contacts details of at least three professional reference (At least one a direct supervisor) to the following email: hdcrecruitment@hdcafrica.org or hand delivery at HDC Coordination Office in Hai Jebel Kujur, Rockcity- Juba, South Sudan, before 5:00 pm 3rd July, 2026. In a subject line of the email, indicate clearly the position you are applying for.

Note: Open for nationals and internationals applicants, only shortlisted candidates will be contacted and original documents will be required by the panel during the interview.



Safeguarding Commitments & Gender Equality - HDC is committed to safeguarding and promoting involvement and participation of communities it serves. The incumbent Project Officer – Legal must actively promote gender equity and inclusion, and uphold the highest standards of ethical and professional conduct in all activities. These commitments include

- Commit and contribute to an environment where children and adult program participants feel respected, supported, safe and protected;
- Never act or behave in a manner that results in violence including SHEA against a child, young person or adult or places them at risk of such violence;
- Be aware of and adhere to the provisions of the Safeguarding Policy, PSHEA Policy of HDC
- Report and respond to safeguarding and SHEA concerns and breaches in line with the applicable procedures put in place
- Maintain confidentiality of safeguarding and PSHEA concerns reported;
- Never participate in or support child marriages.

Note: Humanitarian and Development Consortium (HDC) has zero tolerance for Sexual Exploitation and Abuse (PSEA) and adhere to safeguarding policy and code of conduct that is enshrined in the prevention of Sexual Exploitation and Abuse (PSEA) which is a mandatory to all the staff employed by HDC.

HDC is an equal opportunity employer and promote gender equality, diversity and inclusion. Female candidates and persons with disabilities are strongly encouraged to apply.

NB: Due to the urgent need to fill the position, HDC recruitment team will continually review the applications on rolling bases, conduct the interviews and possibly select the suitable candidate even before the deadline. If interested, kindly submit your application as soon as possible.

