

JOB ADVERTISEMENT
Programme Quality Coordinator
Juba -South Sudan

CAFOD, one of the UK's leading international aid agencies, is currently looking for a Programme Quality Coordinator. This position is open to South Sudanese nationals only.

Job Profile.

The post holder is expected to lead in ensuring programme effectiveness for CAFOD work. S/he ensures partners and CAFOD programmes are in line with quality standards, with a strong emphasis on strengthening CAFOD and partner programme Monitoring, Evaluation, Accountability and Learning (MEAL), ensuring learning and good practice is captured and shared across the wider organisation and partners.

Accountability

The post-holder reports to the Head of Programmes and is responsible for fostering learning, innovation and good practice. The role will work to support the work of CAFOD's Programme team and partners and the post holder will work with project counterparts in other CAFOD and Trocaire offices. The post-holder will have line management responsibility of the Programme Quality Officer/Assistant.

Key Responsibilities

Lead in Programme Effectiveness (40%)

- Strategic Direction & Quality Assurance – Guides multi-programmes/projects to meet CAFOD's strategic goals, quality standards, and donor obligations.
- MEAL System Development – Designs robust MEAL frameworks, ensuring surveys and assessments are conducted, findings disseminated, and learnings applied.
- Integration & Learning – Ensures cross-programme integration, capturing and sharing learning to enhance project performance and decision-making.
- Technical & Capacity Support – Provides technical support to staff/partners on MEAL, impact tracking, and knowledge sharing.
- Cross-Cutting Themes & Risk Monitoring – Mainstreams gender, safeguarding, and accountability, while monitoring political/security risks for organisational assessments.

Managing effective relationships with partners: 10%

- Develop, nurture and manage relationships with CAFOD partners and other stakeholders in line with the principles and standards set in CAFOD's Partnership Policy,



- Make linkages and promote networking between partners and other organisations in order to strengthen their monitoring systems, good practices, compliance with programme quality standards and learning.
- Work with Programme Officers and the team to support or facilitate the development of partners' capacities and to promote the sustainability of their work. This includes the development of tailor-made capacity development plans.
- Ensure that the CAFOD partnership portfolio is regularly reviewed and that individual relationships are monitored against CAFOD's and partners' partnership standards and expectations.

Internal and external representation: 10%

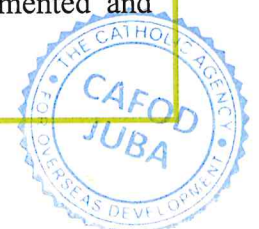
- In co-ordination with the Country Representative and the Programme Manager develop, nurture and sustain relationships and effective communications with relevant stakeholders, including local government, national networks and other agencies working South Sudan. This will include other Caritas agencies and church dioceses.
- Working closely with the CR, PM and CMT, plus the Trocaire and CAFOD HQ based staff, effectively communicate with other teams within CAFOD and Trócaire to ensure that the work of CAFOD and partners is well understood, and that information is available for fundraising and other communications, including publications, media briefings, development education, etc. This may involve participating in communities of practice, working groups, supporter events, etc, as agreed with the Country Representative.

Systems and compliance: 20%

- Overseeing the effective use of CAFOD's systems to share programme knowledge and inform decision making. This includes overseeing compliance with agreements, regulations and requirements attached to our work.
- Ensure programmes adherence to set quality standards and adoption of good practices.
- Act as focal point for Safeguarding, Access, Dignity, and Inclusion (SADI) work of CAFOD. Support CAFOD staff and partners in strengthening SADI processes.

Capacity development with staff and partners (20%)

- Participate in an ongoing process to appraise partner M&E systems in line with CAFOD program management manual, M&E framework and partner assessment policy ensuring key policy manuals are in place. Ensure recommendations are well documented and implemented in agreement with the partner.



- Based on the appraisals and partner reports, develop capacity building plans for each partner and ensure its implementation, in collaboration with the Program Manager.
- Ensure that all project implementations staff (partner and staff) have the necessary tools and materials available to support compliance with donor contractual commitments and approved project design documents.
- Ensure effective and appropriate systems and processes for team learning and development. Build capacity and awareness with relevant staff to ensure they fully understand compliances and how it impacts on their work.

Job Specific Competencies

1. Degree in monitoring and evaluation, statistics, economics, humanitarian or development oriented social sciences.
2. Professional qualification in M&E
3. Minimum 5 years of relevant experience in a similar role with focus on programme management and M&E
4. Sound understanding of programme monitoring and evaluation (M&E) systems including use of computer software particularly Commcare and Kobo for programme M&E.
5. Proven experience of delivering programmes through partner organisations within protracted conflict situation and complex emergencies.
6. Sound understanding of tools for programme effectiveness, impact assessment etc, as well as best practices.
7. Understanding of approaches to ensure accountability in programme work towards intended beneficiary communities and commitment to Core Humanitarian Standards
8. Experience of implementing results focused monitoring, evaluation and learning systems, and using results or logical frameworks.
9. Experience of quantitative/ qualitative data management and analysis.
10. Experience in data collection methodologies
11. Experience of strengthening the capacity of local partner organisations/ national NGOs
12. Delivers work within the context of an agreed programme framework, uses programme cycle management tools effectively.
13. Good analytical skills, skills in review of documents and report writing in English.
14. Ability to work and travel in insecure environments and to manage one's own personal security and the security of our partners



15. Good understanding of management principles and commitment to good management standards.

Desirable Criteria

- Security management experience.
- Experience in working with Church partners.
- Good understanding of Peace initiatives.

Contract Duration:

- One year, with possibility of extension subject to availability of funding, and performance.

To apply: If you identify with this profile, we would love to hear from you.

- Please download our application form, from NGO Forum website as attached with this advertisement and send your application form through email to southsudanjobs@cafod.org.uk with subject line clear marked Programme Quality Coordinator
- Hard copy application with Completed application form can be delivered to our office at Plot 19, Block XIII Hai Malakal in sealed envelope with subject line clearly marked as Programme Quality Coordinator, addressed to HR- Department, at CAFOD & Trocaire in Partnership South Sudan. (All application should be drop in our safe metallic box in the security reception, after candidate registration with the Security)

Please apply or submit your application through one of the above options.

Closing date: 1st April 2025, at 4:00pm.

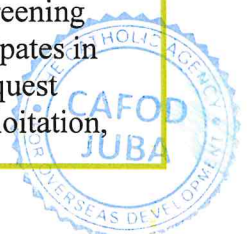
Come and join us and help make a real difference in the lives of the world's poorest communities.

CAFOD is an equal opportunity employer. Recruitment and selection procedures reflect our commitment to Safeguarding for Children and Vulnerable Adults.

CAFOD recognizes the personal dignity and rights of children and vulnerable adults, towards whom it has a special responsibility and a duty of care and respect.

Any candidate offered a job with CAFOD will be expected to adhere to CAFOD's Safeguarding policy and sign CAFOD's Code of Behaviour as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents.

All offers of employment will be subject to satisfactory references, and appropriate screening checks can include criminal records and terrorism finance checks. CAFOD also participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation,



sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

