



## WOMEN AND CHILDREN HEALTH ORGANIZATION (WCHO)

Email: [info@womenandchildrenhealth.org](mailto:info@womenandchildrenhealth.org)

Website: [www.womenandchildrenhealth.org](http://www.womenandchildrenhealth.org)

### Vacancy Announcement

#### JOB ADVERTISEMENT

**Job Title:** Programme Manager

**Opening Date:** 08/ August/ 2024

**Closing Date:** 28/ August/ 2024.

**Location:** Juba, with at least 25% travel time to filed locations

**Number of Vacancies:** 1 Posts

50 - H - 3  
Approved by Senior Inspector  
MOL/R&I/17  
Chow  
09/08/2024



#### Organization Background.

**Women and Children Health Organization (WCHO)** is a Women Led, Non-Profit, National Non-Governmental Organization registered under RRC ACT 2016 committed to collaborating with other partners to seek enduring solutions to eradicate gender inequality and ensure access to transformative services and vital information through a vision of promoting an inclusive and just society where everyone including women, children and persons with disability have access to equitable and quality services.

It was founded in April 2018 by a group of professionals with diverse educational background and vast working experiences in emergencies and development nexus and legally registered in February 2020 with registration No. 2728.

WCHO is dedicated to ensuring not only initial survival at birth but also the sustained well-being of children through a comprehensive approach. Our focus extends beyond immediate neonatal care to encompass ongoing access to preventive healthcare services including sanitation, nutrition, protection and education. This holistic strategy is vital for enhancing child health outcomes, safeguarding longevity, and significantly improving the overall quality of life for children.

#### **Position Summary:**

The Programme Manager is accountable for the strategic planning, execution and evaluation of programmatic activities within the organization. This role ensures that all programme interventions align with the organization's mission and comply with donor requirements. The Programme Manager provides oversight on resource management, team leadership, and programme performance to achieve desired outcomes and impacts

**Geographic Scope:** South Sudan







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This position is focused on managing programme activities within the designated area-ensuring adherence to WCHO procedures and guidelines. The role involves contributing to the formulation of area-specific strategies which are then translated into actionable plans and daily operations. It provides oversight, support and guidance for all programme operations across South Sudan. The role is based in Juba, with frequent travel to other project locations.

### Duties and Responsibilities:

#### Strategy and Programme Development

- **Strategic Programme Oversight:** Develop and implement a comprehensive programmatic strategy across the operational area ensuring alignment with the overarching country programme strategy.
- **Programme Planning and Funding:** Oversee strategic planning for upcoming programme cycles in alignment with available funding. Identify and address funding gaps as necessary.
- **Policy and Standards Development:** Formulate and enforce policies, processes and standards within designated areas of responsibility.
- **Strategic Inputs and Opportunity Identification:** Contribute to programme strategy formulation and identify potential opportunities for new project development.
- **Assessment Leadership:** Conduct assessments for both emergency and long-term programming in existing or new project sites.
- **Proposal Development:** Lead or contribute to the creation of concept papers, budgets and proposals as needed.
- **Contextual Analysis Integration:** Ensure ongoing context analysis and scenario planning are integrated into programme strategy and planning.
- **Technical Strategy Support:** Assist in the development of technical strategies that align with the overall country technical programme strategy.

#### People Management

- **Team Leadership:** Lead and manage programme staffs including planning, performance management, well-being and professional development.
- **Capacity Development:** Identify and provide capacity development support to programme teams with an emphasis on national capacity building.
- **Guidance and Communication:** Provide clear guidance and support to ensure effective communication and implementation of plans, policies and requirements among programme staffs.
- **Staff Safety and Security:** Work with the Area Managers to ensure that minimum operating standards are met by field teams and that periodic security assessment are carried out and reports submitted to the Country Senior Management team on time including participation in security assessments and regular situation analysis.







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### Programme Management and Quality Assurance

- **Project Implementation:** Ensure effective, efficient and timely implementation of projects in accordance with contracts, budgets, policies and donor requirements.
- **Grants Management:** Lead grants opening, closure and monthly performance meetings for all area programmes coordinating grant activities across the teams.
- **Budget Development:** Oversee the creation and maintenance of master budgets for programmes.
- **Monitoring Tools:** Ensure that implementation plans and budget monitoring tools are current and accurate.
- **Programme Management Tools:** Develop and adapt programme management tools as necessary.
- **Financial Management:** Oversee financial management including budget forecasts, reviews and procurement plans at each phase of programme cycle management.
- **Administrative and Safety Compliance:** Implement and monitor adherence to WCHO administrative guidelines safety and security procedures and logistics support.
- **Access Adaptation:** Support programmes in adapting approaches for areas with restricted humanitarian access.
- **Partnership Management:** Facilitate the establishment and management of partnerships with national NGOs and civil society groups as needed.
- **Technical Coordination:** Regularly coordinate with project staffs to ensure the implementation of technical approaches for quality programming.

### Monitoring, Evaluation, and Reporting

- **MEAL Support:** Assist the MEAL team in developing and managing MEAL plans, tools, and indicators.
- **Quality Control:** Develop quality control processes and tools to uphold technical and performance standards.
- **Reporting:** Facilitate the creation of monthly, quarterly and final donor reports ensuring alignment across relevant teams.
- **Data Management:** Ensure programme records are up-to-date and comply with donor retention policies.
- **Beneficiary Data:** Oversee the collection, analysis and distribution of relevant beneficiary data and conduct necessary assessments in the project area.

### Representation, External Relations and Advocacy

- **Visibility and Relations:** Enhance the visibility and credibility of WCHO's programmes in the area maintaining strong relations with international organizations, UN agencies, donors and other stakeholders.







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- **Donor and Coordination Meetings:** Represent WCHO in donor visits, cluster meetings and other coordination forums ensuring advocacy efforts align with the overall strategy.
- **Project Visibility:** Ensure effective coordination and visibility of project implementation among humanitarian and development actors.
- **Advocacy Messaging:** Work with the Executive Director to clarify and convey key advocacy messages and external communications.

**As a Programme Manager, the post-holder is responsible for the following:**

1. **Strategic Accountability:**
  - Ensure the achievement of WCHO's strategic goals and objectives within the designated area of responsibility.
2. **Operational Decision-Making:**
  - Make key decisions regarding the unit's purpose, functions and role.
  - Oversee the allocation and utilization of significant unit resources ensuring efficient and effective use.
3. **People Management:**
  - Manage direct reports by overseeing hiring and firing processes.
  - Set objectives, conduct probationary reviews, perform performance appraisals and address performance issues including poor performance.
  - Develop staff through targeted training and professional development initiatives.
4. **Policy Adherence:**
  - Make informed decisions in line with WCHO policies, management-operating procedures (MOPs) and standards.
  - Seek and incorporate advice from technical experts within WCHO to guide decision-making processes.
5. **Additional Responsibilities:**
  - Undertake any other duties as requested by the Supervisor that align with the job's nature and requirements.

### Educational Qualifications

- **Bachelor's Degree** in a relevant field such as International Development, Public Administration, Social Sciences or related disciplines.
- **Master's Degree** (preferred) in a related field.

### Professional Experience

- **Experience:** Typically, 5-7 years of experience in programme management preferably in an NGO or a related sector.
- **Project Management:** Demonstrated experience in managing projects from inception to completion including budgeting, monitoring and evaluation.





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- **Leadership:** Proven track record of leading and managing teams effectively.

### Skills and Competencies

- **Programme Design and Implementation:** Strong skills in designing, implementing and evaluating programmes.
- **Budget Management:** Experience in financial planning and management including budget preparation and financial reporting.
- **Fundraising and Resource Mobilization:** Ability to develop proposals and secure funding from donors and other stakeholders.
- **Monitoring and Evaluation:** Experience in monitoring and evaluating programme outcomes and impact.
- **Communication:** Excellent written and verbal communication skills with the ability to represent the organization to external stakeholders.
- **Problem Solving:** Strong analytical and problem-solving skills with the ability to address challenges effectively.
- **Cultural Sensitivity:** Understanding of and sensitivity to the cultural and social contexts in which the organization operates.

### Personal Attributes

- **Leadership:** Ability to inspire and lead a team towards achieving WCHO's goals.
- **Adaptability:** Flexibility to work in a dynamic environment and adapt to changing needs and priorities.
- **Commitment:** Passion for WCHO's mission and values.

### Application Process:

Interested candidates are invited to submit their cover letter outlining their motivation and experiences, CV (CVs should not exceed 3pages), academic documents and Nationality ID to [recruitment@womenandchildrenhealth.org](mailto:recruitment@womenandchildrenhealth.org). Please indicate "Programme Manager" in the subject line or Hand delivery to WCHO Juba office located near Midan Rainbow North of Aida hotel, Tongping, Juba Na Bari.

**Note:** Due to the urgency to fill this position, applications will be reviewed on rolling basis until the position is filled, the position may be filled before the deadline. CVs are not returnable. **Only shortlisted candidates will be contacted for further assessments.**

**"Women are strongly encouraged to apply"**

**WCHO OBSERVES ZERO TOLERANCE FOR SEXUAL EXPLOITATION AND ABUSE AND PROVIDES FREE HUMANITARIAN ASSISTANCE TO ITS BENEFICIARIES, EXCHANGE OF MONEY, EMPLOYMENT, GOODS OR SERVICES FOR SEX IS HIGHLY PROHIBITED.**

