



# YO' CARE SOUTH SUDAN

Plot No. 4, Block B-VI, Munuki, along 107 Road, 3<sup>rd</sup> Class Residential Area

P. O. Box 433 Juba – South Sudan | [yocare.southsudan@gmail.com](mailto:yocare.southsudan@gmail.com) | +211 922 222 906

## JOB DESCRIPTION FOR CHIEF PROGRAMS OFFICER (CPO):

### JOB VACANCY: Yo'Care-VA-05-G3S1-2022

Yo' Care South Sudan is seeking a qualified person for the position of Chief Programs Officer.

#### Introduction:

Established in December 2009, Yo' Care South Sudan is a not-for-profit, non-political, Non-Government Organization (NGO) based in Juba, South Sudan. The organization is run by South Sudanese medical, healthcare, and nutritional professional to create, develop, and provide comprehensive and integrated basic healthcare, nutrition, and WASH (Water, Hygiene and Sanitation) services to the South Sudanese public. It currently works in Central Equatoria State, Lakes State, Jonglei State, WBGS and Unity State implementing health, nutrition and WASH projects.

### JOB DESCRIPTION FOR THE CHIEF PROGRAMS OFFICER (CPO)

<b>Job title:</b>	Chief Programs Officer (1 Position)
<b>Department:</b>	Programs
<b>Directly responsible to:</b>	Chief Operating Officer
<b>Supervisory Responsibility</b>	<ul style="list-style-type: none"><li>• Directly: 3-5 employees (KPPOs, WASH Officers, Nutrition Officers)</li><li>• Indirectly: 40+ staff (nurses, HTS Counsellors, PEs, PNs, etc.)</li></ul>
<b>Budget Administered:</b>	Up to US\$400k at present.
<b>Hours:</b>	8am-5pm Monday-Friday; as needed
<b>Duty station</b>	Yo' Care HQ based in Juba with some frequent travel to Bor, Rumbek and Wau.
<b>Opening date</b>	March 4, 2022
<b>Closing date</b>	March 25, 2022 @ 5.00 PM
<b>Starting date</b>	1 May 2022
<b>Period of performance</b>	This engagement period shall run for the remaining months of 2022 (from May – December 2022), along with the ongoing project activities; depending on need, availability of funding and performance.
<b>Remuneration</b>	Negotiable, depending on experience and available funding.

Yo' Care South Sudan | Nurturing Healthier Societies  
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## POSITION SUMMARY:

The Chief Program Officer (CPO) is a member of the Management Committee (MC) at Yo' Care South Sudan and is responsible for overseeing all program operations under the direction of the Chief Executive Officer (CEO). The CPO leads interactions with existing programs, works with potential new partners, community members of engagement, and manages relationships with program officers/healthcare workers to ensure program performance and successful execution. To be successful in this role, the person must be a self-motivated, results oriented team player, and able to thrive in a continually evolving environment. The CPO will be a key member of the leadership team working with the CEO, CDO, and Board of Directors.

## SPECIFIC DUTIES & RESPONSIBILITIES:

Reporting to the Chief Operating Officer, the Chief Program Officer supervises up to five (05) direct reports and oversees 40+ total Program Staff across all Yo' Care sites and programs. This position will require international and domestic travel of up to 80 days annually.

### Essential Responsibilities:

#### (a) Program Management (60%):

- Ensure the effective management of all program operations (health, WASH and Nutrition);
- Establish and maintain all operational program policies, procedures, and manuals;
- Lead or participate in the selection of appropriate methodologies for program implementation, capacity building, monitoring and evaluation, and research;
- Establish, maintain, and monitor appropriate internal controls and procedures to monitor program quality and compliance with governing documents, and regulations, and authorities;
- Communicate budget with programs teams in the project's sites;
- Contribute to all program and donor reports, annual external audits, as well as any Yo' Care and/or donor specific activities;
- Oversee and participate in the recruiting and hiring of new program staff;
- Lead the development of relevant research activities across the portfolios (health, WASH and nutrition) and develop complementary research partnerships;







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## **(b) Organizational Leadership (20%):**

- Work directly with Chief Operating Officer (COO) in developing organizational strategy and ensuring program execution;
- Manage, train and mentor Program teams on development of program strategy, program management, and project-level management of Program Staff; ensure resources are available and utilized to develop strong technical leadership for each program area;
- Participate in policy development as a member of the Management Committee (MC);
- Advance Yo' Care South Sudan's mission through rigorous and ethical practices, and serve as a standard bearer of our organizational philosophies and behavioral competencies;
- Support COO in building relationships with international and national stakeholders, including government officials, fellow NGOs, and donors;
- Provide program reports to COO and the Board of Trustees on program outcomes on a monthly, quarterly and annual basis and/or as required.

## **(c) Fiscal Responsibilities (5%):**

- Prepare program budgets and present to COO for final proposal to Board of Trustees,
- Oversee program budgets.

## **(d) Business Development and Resource Mobilization (10%):**

- The CPO will, based on his/her renowned knowledge and experience, provide counsel on planning, financial mobilization and compliance, and accurate data generation and utilization;
- Lead the project design and program planning, including state-of-the-art and evidence-based approaches for health, WASH and nutrition programs;
- Seek out and develop opportunities for program growth, innovation and research, lead the identification of key contacts and ensure good relationships with donors and partners;





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- Serve as team leader for the development and submission of proposals for dedicated programs; support new business development efforts (public and private sector) across Yo' Care programs, as needed;
- Identify and build relationships with strategic institutional partners; identify and facilitate the implementation of joint proposals, and partnership agreements to expand the quality and scope of programming;
- Proactively lead and strategically build Yo' Care's reputation, quality programming and resource base (materials, human, and financial resources);
- Impact assessment of implementation of interventions. The CPO will keep track of all intervention activities, assess their impacts and provide guidance on the progress and way forward;
- Provide counsel on AWP and design for program implementation. The CPO shall also provide technical counsel in the design, review and implementation of annual work plan.

## (e) Representation (5%):

- Engage with donor partners to ensure donor expectations and requirements for performance are met;
- Engage with country-level stakeholders, including national government representatives and sub-partners, to ensure the strategic and technical integrity of Yo' Care's work;
- Ensure that Yo' Care is effectively represented by participating in and encouraging colleague participation at events, conferences, clusters and technical working groups, workshops and networks in South Sudan, regionally and globally.

## WAYS OF WORKING:

- You will take full ownership of your work, but may ask for support from more senior members of the team on unusually complex problems;
- You must be a self-starter and know when to ask for guidance, challenge or sign off;
- You will support other members of the organization as required;







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- You will report to COO and/or CEO as required on your area of work and support the COO when reporting to the Board and external funders;
- Supervise the work and performance of team below you ensuring that the teams are supported to deliver on agreed monthly, quarterly and annual deliverables, targets and work plans;
- Ensure that appropriate training and development opportunities (internally and externally) are available for the capacity building of the program teams and identify areas of enhancement and development – e.g. skills, systems & tools (M &E, operations, finance and programmatic wise), resources and policy gaps;
- Any other tasks delegated to the CPO by the COO and/or the Board of Yo' Care.

## SKILLS & QUALIFICATIONS:

Potential candidates are expected to meet the following Yo' Care's minimum requirements;

### Required Qualifications:

- Advanced degree in medicine, public health, nutrition, or equivalent;
- Significant recent experience with PEPFAR/USAID programming in South Sudan;
- Three years' experience managing complex programs within a non-profit or community agency in a developing country context, particularly with community-based health, nutrition and WASH programming;

### Required Experiences:

- Experience or familiarity with US government grant proposal preparation and regulations;
- Proven skills in utilization of program monitoring data as part of program management and quality improvement, strong data analysis and interpretation skills; statistical analysis ability a plus.
- Excellent written and verbal communications and interpersonal skills, including ability to effectively communicate across cultures;
- Excellent program development and grant writing experience, with a track record of successfully leading proposal development efforts;





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- Experience and ability in capacity building, mentoring and the provision of technical support across cultures;
- Ability to work independently and as part of a team;
- Computer literacy required; familiarity with all MS applications and spread sheet software required.
- Proven commitment to humanitarian and accountability principals and knowledgeable of quality assurance systems.
- Good communicator with proven diplomacy who has the ability and willingness to engage with and mentor staff at all levels and to engage with all types of stakeholders.
- Fluent and articulate in spoken local language and able to speak/write in English with clarity and ease.

## HOW TO APPLY:

**Qualified applicants should send their updated CV, Motivation letter and copies of credentials, including contact details and three referees to:**

**Attn.:**

Ms. Elizabeth Yier Mayen,  
People & Culture Officer  
Yo' Care South Sudan  
Email: [yocare.southsudan@gmail.com](mailto:yocare.southsudan@gmail.com)  
Telephone: +211 925 713 816

**Hard copies can also be delivered to: Yo 'Care South Sudan Office in Juba**

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Applications received after **March 30, 2022 by 5:00 PM (CAT)** Juba time will not be considered. Only qualified candidates should apply, and only those who have been short listed will be contacted for an interview.







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**Yo' Care South Sudan** provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, health status or sexual orientation.

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