



VACANCY ANNOUNCEMENT RE-ADVERTISEMENT FOR PROGRAM MANAGER

Position Title: Program Manager

Level: Senior Management

Contract Type: Full-Time Appointment

Duty Station: Juba, South Sudan (1 Position)

Closing Date: 25th July 2025 at 5:00 PM

Background

TITI Foundation (Together in Transformational Initiatives) is a South Sudanese national NGO registered with the South Sudan Relief and Rehabilitation Commission (SSRRC No. 519). Since 2016, we have been at the forefront of delivering life-changing humanitarian and development programs in education, protection, gender equality, food security, nutrition, WASH, and peacebuilding for returnees, IDPs, and host communities.

As a key implementing partner under the MasterCard Foundation-funded *Pathways to Empowerment (P2E)* initiative, TITI Foundation plays a leading role in integrating gender and disability inclusion across core thematic areas: education, livelihoods, and protection. To support our expanding portfolio and strategic growth, we are recruiting a highly motivated and qualified **Program Manager**.

Job Summary

The Program Manager will oversee the implementation of multiple projects under the Foundation's program portfolio, with a focus on P2E. This position involves coordination with technical leads, government stakeholders, consortium partners, and donors to ensure effective program delivery, quality assurance, and results reporting. The role also includes leading proposal development, managing compliance, and fostering institutional partnerships.

Key Responsibilities

1. Strategic Program Leadership

- Provide overall direction, oversight, and technical support for the implementation of TITI's program portfolio, with emphasis on P2E.
- Lead program strategy development, annual work planning, and alignment of activities with donor expectations and national priorities.
- Ensure integration of gender equality, disability inclusion, and safeguarding in all program components.

2. Proposal Writing & Donor Engagement

- Lead or coordinate the development of high-quality concept notes, technical proposals, and budgets for new funding opportunities.

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- Lead or coordinate the development of high-quality concept notes, technical proposals, and budgets for new funding opportunities.
- Support donor reporting by consolidating input from technical teams and ensuring timely, accurate submissions.
- Maintain active communication with current and prospective donors, providing updates and responding to queries.

3. Team Supervision & Technical Oversight

- Supervise technical leads across education, FSL, MEAL, and GDI workstreams to ensure consistent quality of program outputs.
- Support the onboarding, mentorship, and performance management of project staff.
- Facilitate technical reviews and coordination meetings to track progress and solve implementation challenges.

4. Monitoring, Evaluation, Reporting & Learning

- Support MEAL teams to collect and analyse program data and ensure integration of inclusion indicators.
- Compile and validate monthly, quarterly, and annual reports in coordination with technical leads.
- Lead learning and reflection sessions to capture best practices and lessons learned across program components.

5. Operations, Budgeting & Risk Management

- Oversee program budget planning and expenditure tracking, ensuring compliance with internal controls and donor requirements.
- Ensure effective procurement, logistics, and field coordination in collaboration with the operations team.

Identify and mitigate implementation risks and develop adaptive management strategies.

6. Coordination & Representation

- Represent TITI Foundation in donor, government, and consortium coordination forums.
- Strengthen partnerships with line ministries (e.g., Education, Gender, Relief and Rehabilitation) and humanitarian actors.
- Promote TITI's values and build institutional visibility at national and international levels.

Qualifications and Experience

- Bachelor's degree in development studies, Social Sciences, Education, Project Management or related field (Master's preferred).
- Minimum of 5 years of progressive program management experience, preferably with NGOs in complex humanitarian settings.



- Proven experience in leading proposal development, donor reporting, and managing multi-sectoral teams.
- Strong knowledge of project management frameworks (e.g., Results-Based Management, Logical Framework, Agile).
- Excellent leadership, communication, problem-solving, and interpersonal skills.
- Proficiency in Microsoft Office Suite and program management tools.
- PMP, PgMP, or relevant certification is an added advantage.

Professional Standards & Safeguarding

TITI Foundation upholds a zero-tolerance policy for any form of sexual exploitation, abuse, harassment, or misconduct. All staff, partners, and contractors are expected to adhere to TITI's **Code of Conduct** and safeguarding frameworks. Comprehensive background checks will be conducted as part of the recruitment process.

Equal Opportunity Employer

TITI Foundation is committed to diversity and inclusion. We strongly encourage applications from women, persons with disabilities, and qualified candidates from underrepresented backgrounds.

How to Apply

Interested candidates should submit:

- An updated CV (not more than 3 pages)
- A cover letter (not more than 2 pages) outlining motivation and relevant experience.

Applications can be:

- Delivered physically to **TITI Foundation Head Office**, Nyakuron West, Juba (behind Blue Flag, Rock City Road), or sent via email to: titifoundationss@gmail.com

Note: Only shortlisted candidates will be contacted. Applications submitted after the deadline will not be considered.

