



Bishop Gassis Relief & Rescue Foundation

Catholic Archdioceses Compound, Hai Jerusalem, Juba Town- South Sudan

JOB VACANCY ADVERTISEMENT

Job Details

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| Position title | Programs Manager |
| Location | Base in Juba and oversee projects in Abyei, Twic, Nuba Mountain |
| Contract Duration | 1 Year with possibility of renewal depending on performance and availability of funds. |
| Reports to | Executive director |
| Employment Type | Full Time |
| Submission Starting on | 22 th Of April, 2025 |
| Deadline for Submission | 12 th Of May 2025 |
| Interview timeline | 15 th Of May, 2025 - 20 th Of May, 2025 |
| Employment Date | 23 th Of May, 2025 |

About Us

The Bishop Gassis Relief and Rescue Foundation (BGRRF) is a non-profit organization dedicated to providing humanitarian aid and development support to the people of South Sudan, particularly in the Nuba Mountains and surrounding areas. Founded in 1998 by Bishop Macram Max Gassis, the foundation focuses on delivering essential services such as food, clean water, medical care, education, and shelter to vulnerable communities affected by conflict and poverty. Over the years, BGRRF has made significant strides in building infrastructure like hospitals, schools, and orphanages while promoting agricultural projects to enhance food security. The organization operates with a commitment to safeguarding its beneficiaries and ensuring programmatic excellence through rigorous evaluation and community involvement. As it continues its mission, BGRRF remains a beacon of hope for many in Nuba mountains and South Sudan, striving to alleviate suffering and foster sustainable development in one of the world's most challenging environments.

Purpose of the Role

The Programs Manager will be responsible for ensuring effective Project Cycle Management (PCM) is implemented for all projects in the operational areas. This includes coordinating systems of program, budget, logistics, reporting, and staff management to achieve project outputs and outcomes that meet organizational and donor standards. The role requires effective communication between the field office and the main office in South Sudan, while providing necessary support to pastoral staff for the delivery of program objectives.

Key Responsibilities

1. Project Cycle Management

- Oversee the planning, implementation, monitoring, and evaluation of all programs within the operational area.
- Ensure that all projects adhere to organizational policies and donor requirements.
- Facilitate regular project reviews to assess progress against objectives and outcomes.

2. Coordination and Communication

- Maintain effective communication between field offices and headquarters to ensure alignment on project goals.
- Collaborate with various stakeholders including local communities, government entities, donors, and other NGOs to enhance program effectiveness.

3. Budget Management

- Develop project budgets in collaboration with finance teams; monitor expenditures to ensure compliance with financial guidelines.
- Prepare regular financial reports for internal review and donor reporting.

4. Staff Management

- Supervise program staff; provide coaching and mentoring to enhance team performance.
- Conduct performance evaluations for direct reports; implement professional development plans as needed.

5. Reporting

- Prepare high-quality narrative reports for donors in a timely manner.
- Ensure that all reporting meets both organizational standards and donor expectations.

6. Monitoring & Evaluation (M&E)

- Implement M&E frameworks to assess program impact; utilize data-driven insights for continuous improvement.
- Conduct training sessions on M&E practices for program staff.

Qualifications

Education

Graduate degree in a relevant field such as international development, social sciences, or project management.

Experience

- ✓ Minimum of 5 years of progressively responsible experience in programs management within humanitarian or development contexts.
- ✓ Proven track record of managing complex projects in challenging environments such as South Sudan or similar regions.

Skills

- ✓ Strong understanding of PCM principles including logical frameworks.
- ✓ Excellent written and verbal communication skills in English; proficiency in Arabic is an advantage.
- ✓ Proficient in budget analysis and financial management practices.

Qualities

- ✓ Dynamic leader with a commitment to social justice.
- ✓ Ability to work under pressure while maintaining attention to detail.
- ✓ Strong interpersonal skills with a capacity for cross-cultural communication.





Application Process

Interested candidates should submit their CV along with a cover letter detailing their motivation for applying and relevant experience and academic documents all merged in one PDF file with personal name in the following order (Cover letter, CV, Academic documents, Nationality). Applications should be submitted only via email at bgrrfrecruitment@gmail.com or Hand delivery to the BGRRF office in Juba located at Catholic Archdioceses Compound, Hai Jerusalem, Juba Town- South Sudan before the deadline 12th of May, 2025 at 4Pm.

Please this Position is only for South Sudanese only.

Note! Due to urgency for this position shortlisting on rolling basis and interview might be done before the deadline.

Bishop Gassis Relief and Rescue Foundation is an Equal Opportunity Employer. Female candidates are encouraged to apply.

