

**JOB ADVERTISEMENT
Programme Officer – Innovation
South Sudan**



CAFOD, one of the UK's leading international aid agencies, is currently looking for Programme Officer - Innovation to be based in Juba with frequent travel to field. This position is open to South Sudanese nationals only.

Job Profile.

To contribute to CAFOD and Trocaire in Partnership's (CTP) involvement in a Community-Led Innovation Programme in South Sudan in line with the agreed strategy, by taking the lead on the day-to-day management of a CTP-supported programme and partnership. CTP's programme work is underpinned by an Integral Ecology Programme Model, where Programme Strategies are developed with local and national partners to focus on addressing the causes and symptoms of poverty, inequality and environmental degradation.

This post-holder will manage effective relationships with partners; developing and nurturing partnerships and providing or facilitating capacity strengthening support where appropriate. The scope of the post falls into the following broad functions.

- Project management and development in line with the direction set by the Core Programme Strategy
- Building and developing effective relationships with Partners
- Financial management and monitoring of programmes and projects
- Programme Quality and Capacity Strengthening
- Providing technical expertise on Innovation
- Provide accompaniment for any major procurement and supply chain demands of the project.

Key Responsibilities

Programme Strategy (40%)

- In co-operation with partners, develop and manage a CTP-supported Community-Led Innovation Programme (CLIP)
- Jointly responsible with partners for the effective implementation, monitoring, evaluation (including facilitating external evaluations) and reporting on programmes, in line with jointly agreed standards (programme cycle management) and donor requirements.
- Promote, capture and disseminate learning from partners and programmes, and ensure that this informs future programme development.

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- In agreement with partners, jointly develop programme and project proposals and assess the existing capacities to manage and implement the work. This includes leading on preparation of funding applications and reports, in liaison with the Programme Development & Funding Officer, and the development of partner capacity strengthening.
- Realise CTP's principles by acting in line with CTP's partnership standards, and by promoting and supporting partners' adherence to jointly agreed accountability, gender, safeguarding, inclusion, supply chain management/procurement good practice, and other standards.
- Carry out partner safeguarding assessments.
- Carry out advocacy work in support of partners efforts, with relevant stakeholders at local, national, and international levels.
- Oversee and support (where appropriate) the work of consultants and others working on CTP-supported programmes.

Building and developing effective relationships with partners (10%)

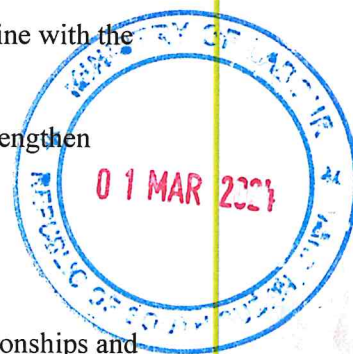
- Develop, nurture, and manage relationships with CTP's partner organisations in line with the principles and standards set in our Partnership Policy
- Invest in partners' capacities, by jointly identifying needs, developing plans to strengthen capacities, identifying sources of support, and allocating resources.
- Organize (and where relevant accompany) partner and donor visits.

Internal and external representation (10%)

- In co-ordination with the Head of Programme, develop, nurture, and sustain relationships and effective communications with relevant stakeholders, including local government, national networks, bi-lateral agencies, and other agencies working in/on Kajo Keji and South Sudan. This will include other Caritas/CIDSE agencies.
- Communicate with other teams within CTP to ensure that the programme is well understood, and that information is available for fundraising and other communication, including publications, media briefings, education, etc. This may involve participation in sessions/events with Supporters, communities of practice, working groups, etc.

Financial reporting and monitoring of programmes and projects (30%)

- In close co-operation with the relevant roles in the finance team, prepare, manage, and monitor budgets relating to both CTP and partner-led expenditure, as agreed with the Head of Programmes or Country Representative.
- Develop relevant risk registers and monitor them in conjunction with the Country Representative or Head of Programmes.
- Where appropriate, commission and manage (with partners) audits for programmes and projects.
- Carry out partner financial assessments, reports, and reviews, in co-operation with the finance team.



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Programme Quality, Systems and Standards (10%)

- Effectively use CTP's programme management information systems to ensure programme and project information is up to date.
- Ensure compliance with agreements, regulations and requirements attached to our work.

Job Specific Competencies

- I. Bachelor's degree in Community Development, Development Studies, Agriculture, Rural Development, Social Studies, or any related qualifications.
- II. Minimum of 3 years' experience in a similar role.
- III. Understanding and first-hand experience of institutional funding work/projects, priorities, trends, and donor conditions.
- IV. First-hand experience with a values-based partnership approach (between northern and southern organisations and communities).
- V. Experience using programme cycle management tools effectively to deliver work within an agreed programme framework.
- VI. Able and committed to working with and developing the capacity of local partners organisations/ National NGOs.
- VII. Financial management understanding and experience.
- VIII. Ability and willingness to travel (approximately 12 weeks per year), sometimes at short notice and to areas of potential risk.

Desirable Criteria

1. Previous work experience in Kajo Keji or Central Equatoria.
2. Experience working in on innovation programming.
3. Understanding and experience of localisation

Contract Duration:

- Twelve (12) months - subject to availability of funding.

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

1. 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 as Programme Officer – Innovation.
2. You can also apply through our e-recruitment platform using the link below, <https://isw.changeworknow.co.uk/cafod/vms/e/careers/search/new>
3. 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 Officer - Innovation, 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 use one of the above options only to submit your application form.

Closing date: 20th March 2024, at 4:30pm.



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 recognises 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.

