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MINISTRY OF LABOUR
09 JAN 2026
REPUBLIC OF SOUTH SUDAN

COMMUNITY AID FOR RELIEF AND DEVELOPMENT (CARD)

Located at AIC/ICCO Compound, Hai Tarawa Juba- South Sudan

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Position: Head of Programs

Organization: Community Aid for Relief and Development (CARD)

Duty Station: Juba 80%, South Sudan (Field support 20%) non-relocatable

Duration: 6 months (with possibility of extension)

Reports to: Executive Director

Start Date: 01/02/2026

Community Aid for Relief and Development -CARD is a nationally recognized humanitarian and development organization, legally registered in South Sudan since 2011. We are committed to alleviating poverty, advancing health, Education, strengthening livelihoods, and fostering social justice among vulnerable populations. CARD works in close partnership with government ministries, UN agencies, civil society, and local communities to deliver integrated, innovative, and sustainable solutions.

Community Aid for Relief and Development (CARD) secured funding from South Sudan Humanitarian Fund (SSHF) for Provision of WASH services aiming at supporting conflict-affected people in Tambura Western Equatoria through static intervention.

The WASH project aims at addressing life-saving Water Sanitation and Hygiene (WASH) activities aimed at meeting the humanitarian critical needs of conflict IDPs in Tambura and the project will be delivered through static modality targeting locations hosting (Complex IDP Camp – Yambio road, TOB UNMISS IDP Camp, St Mary Catholic Church IDP Camp and Barracks IDP Camp – Wau road hosting high IDPs).

Community Aid for Relief and Development (CARD) seek to recruit **Head of Programs** to support fundraising, donor engagement, proposal development processes and to support the design, implementation, plays a strategic leadership role in ensuring the effective design, implementation, quality, and impact of all organizational programs.

Job Responsibilities 01: Programme Planning, Management and Implementation

Tasks

- Provide leadership in the development of strategic plans and budgets for all programs in the country.

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- Provide leadership to the Programme Team towards achieving the objectives of the Country Strategy of Community Aid for Relief and Development South Sudan.
- Review and ensure alignment of program priorities, strategies and plans to the CSP and the broader Community Aid for Relief and Development strategies, plans and campaigns.
- Support the Executive Director and the Senior Management Team to lead the development of both strategic and operational plans in accordance with Country Strategy Paper (CSP) and planning guidelines.
- Ensure Community Aid for Relief and Development programme activities are grounded, strongly inter linked, and consolidated at the national level in line with CARD CSP.

- Ensure quality implementation of all projects of CARD South Sudan
- Ensure learning are documented by the programme team in the most effective way demonstrating value for money.

Job Responsibilities 02: Fund Raising & Donor Relationship Management

Tasks:

- Support the Executive Director, in developing and managing relationship within country donors.
- Lead on development of programme ideas into quality grant proposals through a community based, participatory approach.

Job Responsibilities 03: Program Reviews, Monitoring, Evaluation, Program Learning and Reporting.

Tasks:

- Ensure close monitoring of the program works in the field to ensure alignment and contribution to country strategy, monitor flow of information and systemic documentation of quantitative and qualitative achievements in the field and lessons learned thereof.
- Ensure quality and timely submission of quarterly and annual or required Programme and Project Performance Reports as per desired standards and guidelines.
- Ensure compliance of approved Programme and Project plans.
- Promote evidence-based learning and the agenda of advancing alternatives
- Represent the organization / Unit in various programme-related knowledge sharing and learning forums, document and share feedback with the team
- Track trends in contemporary development programming and programme management practices, document and provide advice/ recommendations on key developments to SMT/EMT.

Job Responsibilities 04: Partnerships and Networking

Tasks:

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- Support Program Managers to strengthen networks in CARD's collaboration areas.
- Provide support to the networks for building capacity of the member organizations.
- Support the Programme Managers in strengthening our relationship with the strategic networks and alliances
- Represent CARD and participate in NGO Forum, LRPF and NEAR network meetings, events and forums at national and international levels
- Ensure effective information flow and communication with other stakeholders including partners and international teams

- Ensure effective partnerships at all levels as per standard procedures and guidelines of the organization.
- Coordinate and support review of CARD partnerships.
- Ensure follow up of partners after reviews and reflections.

Job Responsibilities 05: Financial Management

Tasks:

- Develop, monitor, review and update the Programme department activity, work plan to ensure that it attains its objectives as cost-effectively and efficiently as possible
- Review and approve programme concepts, partner financial requests as per organizational process and procedures.
- Manage the expenditure and disbursement of resources allocated to program department
- Review programme expenditures from the programme team line staff to ensure conformity to Financial Policies and Procedures Manual (FPPM)
- Monitor and advise on programme and project spending and variance report as per organizational process and procedures.

Job Responsibilities 06: Human Resource Management

Tasks:

- Lead and manage program team to achieve its mandated targets in accordance to annual operational plans
- Ensure an empowering work environment and team building in compliance to AAP / AA (Country) 's values, principles and attitude
- Ensure an enabling environment for staff performance, recognition and reward of the program team to encourage staff productivity, innovation and performance (e.g. facilities, equipment, duty facilitation, team building etc.)
- Participate in the review of staff job descriptions and setting of performance standards
- Involves in recruitment of staff under supervision of HR.
- Assigns performance objectives to supervised staff, conducts comprehensive performance appraisal of supervised staff and provides / obtains feedback when necessary

- Ensure that performance records of staff under supervision are submitted to HR on time
- Provides induction, training, coaching, mentoring and advice to supervised staff to ensure that they understand and carry out their responsibilities effectively
- Works with HR Function to identify training needs and development opportunities for supervised staff

Job Responsibilities 07: Policy Management and Compliance

Tasks:

- Lead the development and implementation of country-specific guidelines for the management of partnerships in line with the other relevant organizational policies
- Participate in the review and update of CARD policies and procedures at country level and advise the SMT on the potential implications of the new system, policies and procedures
- Implement all necessary policies and procedures to ensure that correct procedures are followed by staff under supervision
- Adhere/ Comply with approved organizational policies and procedures

Education and Certifications: Bachelor's Degree in Management, Social Sciences or development studies, (Postgraduate in a relevant discipline is preferred). Training in Project planning and management, Participatory approaches and methodologies, Governance, Civic empowerment and accountability, Monitoring and evaluation.

Essential Experience:

- A Minimum of 5 years relevant experience for Post Graduate and 7 years for Graduate in a reputed organization, preferably in the NGO sector, 3 years of which should be in senior management positions, experience of working in a multi-cultural context essential.
- Experience in designing, setting up and coordinating monitoring, evaluation and impact assessment systems and processes of a program are required
- Experience in managing funding from a diversity of sources including governments and aid agencies, private sector donors.
- Proven experience of working with government agencies and research institutes.
- Experience working in conflict and post conflict contexts essential, experience working in Afghanistan an advantage.

Essential Knowledge:

- Sound and up to date knowledge of development concepts, methodologies and techniques including demonstrated understanding of gender issues in development and demonstrable commitment to promoting gender equality within the organization and in programme work.
- Sound knowledge in the political, social, economic and historic environment in which CARD's poverty alleviation programmes are operating at both national and community levels

- Understanding of the project cycle management
- Excellent understanding of development partnerships, fund-raising, donor strategies, governmental and international relations in the country
- Basic knowledge of finance and accounting systems in the country • Strong knowledge of M&E methodology, quality assurance.

Essential Skills:

- Leadership and management
- Strategic thinking
- Excellent presentation, communications, and negotiation
- Networking, influencing and interpersonal
- Crisis management and conflict resolution
- Planning, organization, time management, and coordination
- Fluency in written and spoken English and native / national language
- Proficiency in MS Office
- Driving

Ability:

- Work on own initiative with minimum supervision and to stay on task.
- Work under pressure and tight deadlines
- Travel frequently

Personalities: A self-starter who is creative, diplomatic, mature and decisive

How to Apply

Interested candidates should submit:

- A cover letter outlining suitability for the position
- An updated CV (maximum 3 pages)
- Copies of academic certificates

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Application should be sent to: cardsouthsudanprogram@gmail.com

Deadline: 29/01/2026

Because of the urgency of the position, it may be filled before the deadline.

Hard copies to be delivered to CARD office AIC/ICCO Compound, Hai Tarawa.

Female candidates are strongly encouraged to apply.

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