



**Position: Program Development Officer**  
**Sector: Programme**  
**Organization: Women Aid Vision (WAV)**  
**Duty Station: Juba**  
**Reports: Executive Director**

### **BACKGROUND**

WAV is a South Sudanese women's rights organization established in 2013 as a private, voluntary, non-political organization. It promotes gender equality and women empowerment as central to the mandate and intrinsic to its approach. This effort includes advocating for women's and girls' equal rights, combating discriminatory practices and challenging the roles and stereotypes that affect inequalities and exclusion.

The organizational mission is to work collaboratively to build a peaceful society, gender balanced, democratic, literate and economic sustainable society. This will allow South Sudanese women and youth to go forward despite strong and seemingly immovable traditional obstacles are not only of historical interest but also relevant to the condition of women in other contemporary developing countries.

### **JOB SUMMARY FOR THE PROGRAMME DEVELOPMENT OFFICER**

The Program Development Officer will be working closely with WAV's Executive Director and Program team.

WAV is looking for an enthusiastic and dynamic Program Development Officer to join our team. The successful candidate will be responsible for coordinating the development of concept notes, proposal development, Monitoring and Evaluation and report quality assurance. S/he will play a vital role in strengthening collaborative working across the organization, developing external relationships, promoting WAV to donors and securing funds through well thought-out and high impact proposals.

The ideal candidate will have significant and demonstrable experience of; obtaining funding from institutional donors, negotiating contracts, grants management and an understanding of the tools and methodologies required to monitor and evaluate programs successfully. The ideal candidate will also be expected to contribute to national programme strategy and represents WAV in appropriate, local/national/international meetings and network with organizations and government to promote effective programming.

### **1. Job Purpose**

Takes a lead in developing concept notes, fully fledged proposal and assists in Monitoring and Reporting

### **2. Major Responsibilities**

- Works closely with Executive Director and various Project Managers in resource mobilization
- Coordinates the different programs in terms of content, coherence, planning and ensures quality of the implementation with project managers
- Coordinates the process of documentation of lessons learned and reporting on progress being made by WAV in contributing to the overall work and goals
- Ensures the program content is in line with WAV approach and policies and with the WAV strategy
- Coordinates base line studies;
- Coordinates program reporting and data base;
- Maintains network of contacts and representation of Women Aid Vision in technical coordination mechanisms
- Helps the Executive Director to represent WAV at local, national, regional and international meetings and conferences
- Supports each Project Manager/ Project Officer for quality reports to the partners
- Excellent writing and editing skills with the ability to write long reports clearly, yet be able to pull out and summarize key points shorter
- Excellent time management skills required to meet tight deadlines.
- Competent in use of log frame desirable or developing projects essential
- Excellent interpersonal and networking skills coupled with the ability to
- Build strong and lasting relationship with stakeholders and colleagues

#### **A. Education and Knowledge**

- Preferably with a First Degree and having Second Degree is an added advantage from any recognized institute especially in a relevant field e.g. Education, Project Planning and Management, Philosophy, development studies with no less than three (3) years of experience with an NGO in a related area.

#### **B. Experience**

- Significant experience establishing and maintain donor relationships
- Proven record of developing successful proposals, including narrative, log frames and budgets.
- Significant experience developing narrative donor reports under minimal supervision
- Experience tracking donor trends and opportunities.
- Experience developing, implementing and utilizing M & E tools.
- Experience negotiating contracts with donors and managing grants.
- Experience of managing and prioritizing a high workload with a flexible approach to changing environments.
- Advanced knowledge of Microsoft Word and Microsoft Excel

**How to apply:**

All applications expressing interest for the position with updated CV must be directed to: [info@womenaidvision.org](mailto:info@womenaidvision.org) and cc: [jusline@womenaidvision.org](mailto:jusline@womenaidvision.org) (Note: This is a competitive position for both South Sudanese Nationals and Foreign Nationals). No phone calls please!

Hard copies can be dropped to our physical address at: Kololo South 3, Behind Dr. John Garang International School, Opp. National Mine Action Authority, Juba South Sudan.

Female candidates are highly encouraged to apply and only shortlisted candidates will be contacted.

The deadline for this position closes on the 20<sup>th</sup> July, 2019 at 0500 PM.

