



Franklin Graham *President*

Vacancy

Samaritan's Purse is a non-denominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ. Samaritan's Purse International Relief is seeking to hire qualified persons to fill the following position.

Vacancy:	Project Development Specialist
Reports to:	Program Development Officer
Duty Station:	Juba
Start Date:	Nov, 17th 2025
Deadline of Application:	December 4th, 2025

JOB PURPOSE

The Program Development Specialist (PDS) will assist in identifying, tracking, and developing project proposals for internal and external grant opportunities at Samaritan's Purse. This role includes drafting competitive proposals, compiling reports, and collaborating with program managers to support the development and execution of projects in line with Samaritan's Purse's project management guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING. OTHER DUTIES MAY BE ASSIGNED.

The Program Development Specialist will carry out the following duties and responsibilities in collaboration with other members of the Grants Unit:

- **Proposal Development:** Serve as the primary proposal writer for assigned projects, drafting and editing content to produce competitive, donor-responsive proposals.
- **Report Compilation:** Collaborate with the program managers to write, edit, and compile monthly, quarterly, semi-annual, and annual reports, transforming technical content into polished documents that meet donor and organizational standards.
- **Action Plan Development:** Work with program managers to develop action plans based on findings from program evaluations and compile lessons learned to inform future project design.
- **Stakeholder Engagement:** Participate in networking and stakeholder meetings, researching sector trends, and aligning with national and international best practices.
- **Support Monitoring & Evaluation:** Assist the M&E team and project managers in conducting assessments, processing data, writing reports, and sharing findings.
- guidelines.
- **Cross-functional Support:** Provide support across teams and assist co-workers in tasks that benefit Samaritan's Purse's ministry.



The Program Development Specialist should also possess the ability to work independently, exercise creativity, be detail-oriented, and maintain a positive attitude. The individual will support the Grants Unit as a team:

- Writes and submits reports on a weekly, monthly, quarterly, and annual basis as needed.
- Continually monitors and evaluates the effectiveness of programs through quantitative and qualitative assessments.
- Maintains a strong Christian witness to colleagues, vendors, charitable beneficiaries, and the general public.

QUALIFICATIONS

To perform this job successfully, an individual must **maintain a personal relationship with and be a consistent witness for Jesus Christ**, as well as perform each essential duty satisfactorily.

The requirements listed below represent the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

- **Education:** University degree in a relevant field (e.g., Communication, Journalism, Social Sciences, Development Studies, Health Sciences).
- **Experience:** Minimum of 3 years in proposal writing, with experience in program conceptualization and technical writing.
- Strong organizational and interpersonal skills
- Experience in conducting assessments, program development, and proposal writing is an advantage.
- Experience in Monitoring and Evaluation is an advantage.

SKILLS REQUIRED

- Strong communication skills (technical writing, presentation, and interpersonal).
- Analytical skills and attention to detail.
- Flexibility, adaptability, and patience.
- Cross-cultural awareness and sensitivity to cultural differences
- Awareness of gender and protection issues
- Strong communication skills, with excellent written and spoken English
- Confidence and proficiency in the use of Microsoft Office software



LANGUAGE SKILLS

Ability to read, interpret, and write technical documents. Proficiency in English is required; local language skills are advantageous but not mandatory.

REASONING ABILITY

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.



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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and talk or hear. The employee might occasionally lift and/or move up to 25 kilograms. The physical demands mentioned above will likely be expected when traveling to various field locations to conduct visits.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

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The noise level in the work environment is usually moderate.

May travel in the country with exposure to communicable diseases, hot and humid weather conditions.

Samaritan's Purse has "Zero Tolerance approach" to Sexual exploitation and abuse and does not allow any partner supplier subcontractor, agent or any individual engaged by Samaritans Purse to engage in any form of sexual abuse or exploitation against Vulnerable or other adult's associating with its work.

Sexual exploitation and abuse by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination of employment.

How to apply:

Address your application to HR Department – Samaritan's Purse International, Juba and submit your hard copy Cover Letters, CVs & Academic documents to SP Country Office situated in Hai Cinema next to Landmark Hotel or our field site bases by December 4th, 2025 before 5:00 PM.

Only South Sudanese applicants will be considered for this position. Women are strongly encouraged to apply.

Applications can also be sent via email to: RecruitSouthSudan@samaritan.org.

We do appreciate your interest in working with us. However, only short-listed candidates will be contacted.



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