



# COMMUNITY ACTION ORGANIZATION

OFFICE ADDRESS PLOT NO 6 BLOCK(D), 4TH CLASS, HAI COMMERCIAL- JUBA PAYAM RESIDENTIAL AREA, CENTRAL EQUATORIA

REPUBLIC OF SOUTH SUDAN

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SB-H-3  
Approved by senior inspector  
MOL/PS/ST/1  
Chait  
05/07/2023



<b>Job Title:</b>	Senior Programme Officer
<b>Number of Positions:</b>	01
<b>Reporting to:</b>	Programs Coordinator
<b>Department</b>	Programs
<b>Locations</b>	Juba with Frequent travel to the Field

## Background

CAO is a National Non-Governmental, non-political, and not-for-profit organization to address humanitarian needs, transition, and development assistance. Our mandate is to build capacities of South Sudanese communities through socio-economic development, peacebuilding, access to justice, promotion of human rights, good governance, formal and non-formal education, nutrition, WASH program, health services, poverty alleviation through initiatives such as agricultural capacity building programs and promotion of cultural tolerance.

CAO was established in 2014 with over 8 years of operations in Jonglei, Upper Nile, Central Equatoria and Warrap States of South Sudan with field offices in Ayod, Fangak, Akobo, Pigi/Canal, and Uror in Jonglei State and Nassir and Ulang in Upper Nile and Twic in Warrap state with a head office in Juba. Over 100 people, a mixture of South Sudanese and foreigners are employed by CAO South Sudan.





Through funding from SSHF and World Bank, CAO is implementing integrated lifesaving and a general health service provision in the Counties, of Ayod and Fangak. It is in light of this that CAO would like to recruit a competent South Sudanese candidate for the above position.

### Job Summary

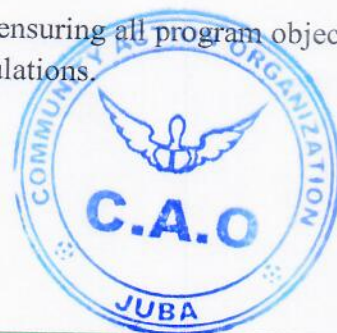
The position holder will be responsible to provide support for managing the implementation of large-scale programs and initiatives. They work with a wide range of stakeholders to ensure that all aspects of these programs run smoothly and effectively.

Senior program officers may oversee multiple projects at once, each with its own set of goals, objectives, and deadlines. They commonly use this position to influence policy or implement new ideas within their organization.

### Main Responsibilities

A senior program officer typically has a wide range of responsibilities, which can include:

- Developing and managing programs that promote social change and address social and emergency issues
- Working with senior programmes coordinator/Manager to develop funding proposals and budgets for specific projects
- Conducting research on an organization's mission, goals, programs, impact, and progress to determine if additional funding is warranted
- Evaluating program results and developing new approaches to achieving desired outcomes
- Support the development of CAO's strategic plans for program initiatives, including determining objectives and identifying potential partners
- Support the development and implementation of resource mobilization strategies that increase CAO's revenue from donors
- Overseeing all aspects of a program, including planning, budgeting, staff recruitment and training, and monitoring results
- Establishing partnerships with other organizations in order to share resources and increase the impact
- Provide support and backstopping for assigned programs, ensuring all program objectives and goals are met in compliance with CAO and donor regulations.





- Work with field personnel on project-related services, and serve as primary point of contact between assigned field offices and CAO's head office.
- Provide technical assistance, as needed
- Prepare, review and/or edit project progress reports (monthly, quarterly, annual, etc.) to ensure quality, and work with supervisor and field team to revise target goals if necessary. Apprise supervisor/management of any critical issues as they arise.
- Frequent travel to field to monitor program implementation and provide technical assistance.
- Represent CAO at meetings, conferences and workshops, as needed.
- Other duties, as assigned.

### Key Working Relationships

**Reports to:** Programs Coordinator

**Directly supervises:** Project managers and officers

### Job Qualification

**Education:** Bachelor's degree in a field such as social work, or public health, or community development. A master's degree in Development studies, and or public health or community development will be an added advantage.

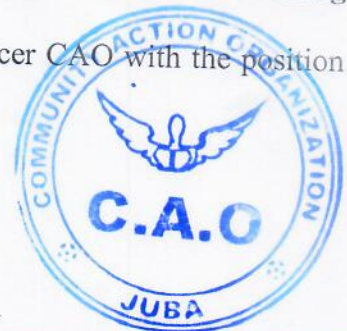
**Experience:** Demonstrated Working experience of at least two years in supporting program implementation and management, with some technical support and knowledge in multisectoral programs in South Sudan.

**Demonstrated competencies and skills:** Excellent written and verbal communication. Good analytical skills and ability to support a cross-section of frontline Boma health workers. Remain productive when under pressure. Demonstrates a systematic and efficient approach to work. Works collaboratively with team members to achieve goals/results. Should be able to plan his/her work daily. Fluency in English. Ability to stay in remote places. Team player with very excellent communication skills and the ability to write very good reports. A culture of self-drive and able to work with minimal supervision.

**Information on application:** Qualified and interested candidates can send their application letters and updated CVs to [commaction.org@gmail.com](mailto:commaction.org@gmail.com) or hand deliver to CAO Head office in Hai Tijaria along Kokora road **NOT later than 24<sup>th</sup>/July/2023**. For direction call +211927800206

**Please note that this position is urgent, therefore, Applications will be reviewed in a rolling basis**

Applications must be clearly addressed to the Human Resources officer CAO with the position clearly indicated.



CAO is an equal opportunity employer however; Female candidates are strongly encouraged to apply.  
Applications received after the deadline and the ones that are not properly addressed will not be considered. Only the successful candidates will be contacted.

