



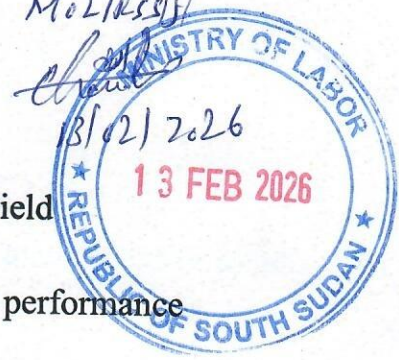
HOPE RESTORATION (HR)

Email: recruitment@hoperestorationsouthsudan.org

Tel: +211911344797

P.O Box 349
Private Bag
Munuki - Block. C
Plot No. 349

SO-H-3
Approved by A/Director,
MoL/HRSS



JOB ADVERT FOR PROGRAM COORDINATOR

Position Title: Programme Coordinator

Organization: Hope Restoration South Sudan (HRSS)

Duty Station: Juba / Field-based – 70% Juba and 30% Field

Contract Type: Fixed-term

Duration: 12 months, renewable subject to funding and performance

Reporting: Executive Director

Supervises: Programme Officers, Project Coordinators, Field Teams

Starting Date of application: 13/02/2026

Deadline for application: 4/3/2026

Background

Hope Restoration South Sudan (HRSS) is a national non-governmental organization committed to supporting vulnerable and crisis-affected communities across South Sudan through integrated humanitarian and development programming. HRSS works across key sectors including livelihoods and food security, health, protection, peacebuilding, and community resilience, with a strong emphasis on local leadership, accountability, and sustainable recovery.

As HRSS continues to expand its programme portfolio and partnerships, the organization is seeking a **program coordinator** to provide strategic leadership, coordination, and oversight across its programmes, ensuring quality delivery, donor compliance, and measurable impact.

Purpose of the Role

The Programme Coordinator will be responsible for the overall planning, implementation, coordination, monitoring, and reporting of HRSS programmes. The role ensures that projects are delivered on time, within budget, and in line with organizational strategy, donor requirements, and humanitarian and development standards.

The Program Coordinator will also play a key role in programme development, Reporting, partnership management, learning, and external representation, contributing to the growth, credibility, and effectiveness of HRSS.





Key Responsibilities

A. Programme Planning and Implementation

- Lead the development of program work plans, proposals, Reporting, implementation strategies, and activity schedules in line with approved proposals and budgets.
- Ensure timely and high-quality implementation of projects across all locations.
- Provide technical and managerial support to programme staff and field teams.
- Ensure cross-cutting issues such as gender, protection, safeguarding, accountability to affected populations (AAP), and conflict sensitivity are effectively mainstreamed.
- Work with the M&E Manager/Programme coordinator to ensure the development of robust monitoring and evaluation (M&E) systems and the use of these systems to measure results and provide data for reporting and learning
- Oversee knowledge sharing across teams and ensure that monitoring and evaluation results are understood and used to improve programs
- Regularly undertake monitoring visits to the projects sites to ensure that implementation is according to plans and budgets, using the HRSS monitoring tools and guidelines
- Reviews and finalizes program reports

B. Programme Quality, Monitoring, and Learning

- Develop proposals, write reports/compile all the field reports, and design and implement monitoring, evaluation, accountability, and learning (MEAL) systems.
- Ensure accurate data collection, analysis, and use of findings for adaptive management.
- Lead regular programme reviews, reflection sessions, and lessons learned processes.
- Ensure programme quality aligns with HRSS standards, donor guidelines, and relevant sector or cluster standards.

C. Donor Compliance, Reporting and Quality Assurance.

- Ensure full compliance with donor requirements, including reporting, visibility, procurement, and financial guidelines.
- Lead the preparation and submission of high-quality narrative reports and support financial reporting in collaboration with finance staff.
- Act as the primary programme focal point for donor communications and programme-related audits or reviews.
- Establish and maintain quality assurance processes and standards for program development and implementation.
- Conduct regular reviews and audits to ensure compliance with quality standards and regulatory requirements.
- Identify areas for improvement and implement corrective actions as necessary.
- Develop and maintain documentation related to quality assurance processes and procedures.



D. Team Management and Capacity Strengthening

- Line-manage programme staff, including performance management, coaching, and mentoring.
- Identify capacity gaps and support staff development through training and on-the-job learning.
- Foster a collaborative, accountable, and results-oriented team culture.

E. Coordination and Representation

- Represent HRSS in relevant coordination forums, clusters, and working groups at national and sub-national levels.
- Maintain effective relationships with government counterparts, partners, donors, and other stakeholders.
- Support strong collaboration with local partners and community structures.
- Contribute to building and strengthening relationships with implementing partners, Government Authorities, UN and local NGOs and other international bodies within the states and regions in which HRSS operates
- Represents HRSS to NGO partners, government officials, funding sources, other partners, beneficiaries, and at conferences and other outreach opportunities
- Assist in developing agreements with implementing partners on annual partnerships and specific projects in accordance with given guidelines, approved plans and budgets.
- Provides support and interacts with the Program Communications Officer, Monitoring and Evaluation Manager, and other key program staff

F. Programme Development and Resource Mobilization

- Lead in proposal development, concept notes, and budgets in line with HRSS strategic priorities.
- Lead assessments, needs analyses, and learning initiatives that inform programme design.
- Identify opportunities for programme expansion, innovation, and strategic partnerships.

G. Human resource management

- Build the capacity of the team in areas where skills gaps have been identified.
- Lead and manage HRSS's Program team including mentoring, ensuring coordination, recruitment, and capacity development
- Ensure appropriate measures are in place for close supervision and technical support for field-based staff
- Provide on the job training as required, adapt trainings/coaching to specific staff needs, and provide continuous technical guidance
- Support capacity strengthening of HRSS Programme staff and partners, to be able to implement programmes to highest standard of quality and impact
- Supervise HRSS programs staffs
- Ensure implementation of policies and practices



H. Safeguarding and Accountability

The Programme Coordinator is expected to:

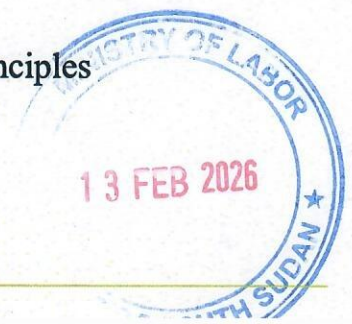
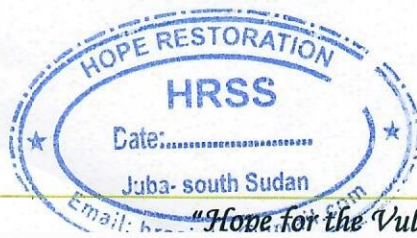
- Uphold HRSS safeguarding, PSEA, and code of conduct policies at all times.
- Promote safe, inclusive, and accountable programming.
- Ensure complaints and feedback mechanisms are functional, accessible, and responsive.

Required Qualifications and Experience

- bachelor's degree in development studies, Social Sciences, Public Health, Project Management, or a related field (Master's degree is an added advantage).
- At least 5–7 years of progressive experience managing humanitarian or development programmes, preferably in South Sudan or similar contexts.
- Proven experience in programme coordination, donor compliance, proposal development, and reporting.
- Strong leadership and people management skills.
- Experience working with institutional donors and UN agencies.
- Excellent written and verbal communication skills in English or any other language.

Core competencies

- Proven project management skills with experience managing multiple projects and/or working in an NGO setting.
- Knowledge of finance, accounting, budgeting, and cost control procedures.
- Knowledge of communication principles and marketing techniques
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- Ability to gather and analyze statistical data and generate reports.
- Ability to coordinate and organize meetings and/or special events
- Demonstrated success in project planning, financial management, program monitoring, report writing, and identifying and procuring technical assistance.
- Advanced writing and editorial skills
- Ability to prioritize competing tasks
- Skills on self-awareness, cultural sensitivity, flexibility and adaptability, resilience
- Strategic thinking and problem-solving
- Strong organizational and time management skills
- Ability to work under pressure and manage multiple priorities
- Strong interpersonal and negotiation skills
- Commitment to HRSS values, ethics, and humanitarian principles



Desirable

- Experience in livelihoods, protection, peacebuilding, health, or community resilience programming.
- Familiarity with South Sudan humanitarian architecture and coordination mechanisms.
- Experience working with INGOs and national NGOs and localization approaches.

How to Apply

Interested candidates should submit:

- A cover letter outlining suitability for the role
- A current CV

Applications should be sent to recruitment@hoperestorationsouthsudan.org or hard copy hand delivered to Hope Restoration South Sudan Head Office Munuki Block C. Plot No. 349. +211911344797 Deadline for submission is 3/03/2026

Note: Applications sent after the deadline will not be considered.

Note.

Hope Restoration Has Zero has zero tolerance for **Sexual Exploitation and Abuse** of beneficiaries. Protection from **Sexual Exploitation and Abuse (PSEA)** is everyone's responsibility and all staff are required to adhere to the Code of Conduct that enshrines the principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act by this clause.

