

Approved
SD-HB

MOL
HCS
30/10/2025



Vacancy Announcement for Recruitment: Programs Manager

Location: Juba

Reports to: Executive Director

Job Category: Regional & National (Full time job)

Application Process: From October 30, 2025 - November 26, 2025 at 05PM

Background

WAV is a South Sudanese woman rights non-governmental 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. WAV's effort includes advocating for women's and girl's equal rights, combating discriminatory practices and challenging the roles and stereotypes that affect inequalities and exclusion.

WAV believes in social justice to empowering rural and urban poor women and girls through economic empowerment, legal assistance and protection from all sorts of abuses. WAV focuses exclusively on the following thematic areas with special attention to; Peace building and governance, Protection, Education and Livelihoods. Our current areas of presence are; Juba, Mvolo, Wulu, Rumbek Centre, Rumbek East, Rumbek North, Cueibet, Mingkaman, Payinjair and Maban Counties

The organization mission is to work collaboratively to build a peaceful society, gender balanced, democratic, literate and economic sustainable society.

Job Description

We are looking for an experienced **Programs Manager** to organize and coordinate programs. You will provide strategic guidance to teams and Project Managers in ways that promote WAV's culture. You will also oversee the progress of operations.

The ideal candidate will be an excellent leader and will have experience in managing program staff of different disciplines to produce results in a timely manner. You will also be able to develop efficient strategies of growth.

The goal is to ensure that all programs deliver the desirable outcome to our organization.



Main duties & Responsibilities

- Works closely under the directives of the Executive Director and constantly seek for information aligned to WAV's overall objective.
- Leads and facilitates process of Concept notes and project proposals development with close support from Executive Director and other technical staff
- Works with the team of M & E Manager, Project Managers, Finance Manager to develop the scope, deliverables, required resources, work plan and timing for new initiatives.
- Represents WAV at the subscribed Technical Coordination working (Clusters) group and delegate relevant staff for any close aligned program representation.
- Has ability to design capacity building strategies based on clear needs identification and understanding of the operating context and demonstrable experience of working with civil society organizations and with the implementation of those programs.
- Excellent writing and editing skills with the ability to write long reports clearly, yet be able to pull out and summarize key points shorter.
- Supports in Project assessment, implementation, monitoring and evaluation,
- Managing a team with a diverse array of talents and responsibilities.
- Meet with stakeholders to make communication easy and transparent regarding project issues and decisions on services.
- Awareness of sensitivity to the multi-cultural environment where WAV operates.
- Able to work as part of a large team with varying interests and demands.
- Able to work under pressure and deal concurrently with multiple assignments
- Confident in questioning the validity of information and in offering ideas and solutions.
- Confident with clear (and persuasive) communication skills.
- Provides strong leadership to all WAV program staff.
- Maintaining strategic alignment between the program and the organization.
- Analyze, evaluate, and overcome program risks.
- To undertake any other reasonable duties as may be requested from time to time by Executive Director.

Qualifications & Preferred Skills

- Master's Degree/Bachelor Degree in any related field of Social Sciences.
- Five years of experience in Programs Management and proven record of managing a team.
- Knowledge of humanitarian principles and code of conduct.
- Capability to establish good and respectful relationship with staff and other actors.
- Experience in proposal writing.
- Outstanding leadership and organizational skills.
- Good in communication skills and relatively calm character in diplomatic relations.
- Good knowledge of MS Office, PowerPoint, Excel is a strong advantage.



How to Apply

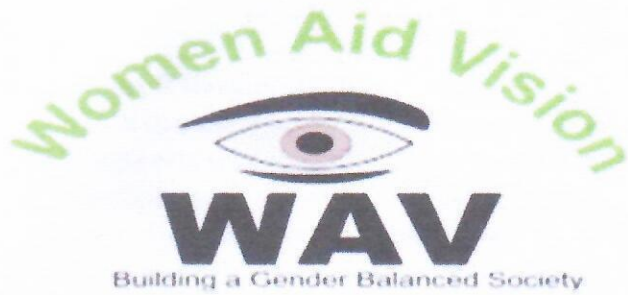
Applicants may submit their CV and cover letter to: info@womenaidvision.org and cc: jusline@womenaidvision.org

Or Drop hard copies to;

WAV's Physical address at: Gudele, Opp. Zain Main Office, House No. 249, Juba- South Sudan.

We strongly encourage women to apply.





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30/10/2025



Vacancy Announcement for Recruitment: Finance Officer

Location: Juba

Reports to: Finance Manager

Job Category: National Staff (Full time job)

Application Process: From October 30, 2025 - November 26, 2025 at 05PM

Background

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The organization mission is to work collaboratively to build a peaceful society, gender balanced, democratic, literate and economic sustainable society.

Job Description

We are looking for an experienced **Finance Officer** to join our finance team in Juba with support to our field Offices. You will provide strategic guidance to our Project staff team in financial management operations. The ideal candidate will realistically demonstrate competence to produce results in a timely manner.





Main duties & Responsibilities

- Works closely under the supervision of Finance Manager
- Supports strategies that work to minimize financial risk and comply with relevant policies and regulations as well as internal and external audit and Board of Directors' recommendations and directions.
- Maintaining the proper books (Journals, Ledgers, Trial balance and balance sheet etc) as per set standard and guidelines.
- Regular accounting data in software in accordance with standards and policies.
- Prepare vouchers (payments, receipts) and ensures proper charging and posting expenses.
- Checks vouchers monthly to ensure proper charging of expenses as per approved budget and make reconciliation if needed.
- Check all receivables and advances on a regular fashion and follow- up with individual accordingly to adjust the outstanding balances.
- Regular bank reconciliation statement after closing of the month and when required.
- Verification of petty cash statement.
- Prepare the payment advice for the transfer of fund (wire transfer).
- Maintains proper documentation of all statements, periodic reports and related communications.
- Keep the back up of accounting and financial data on a regular basis.
- To assist to prepare annual and interim budgets of the organization.
- Periodic analysis of the budget and budgetary control and submit the reports to the Management.
- Settlement of the travel advances and reimbursement of expenditures/unsent money on travel are done in time.
- Regular Correspondence with the banks.
- Preparation of the Donor's Report (as per requirement).
- Maintain effectively organization Social Security Fund and Gratuity, including updating and explaining social security Fund policy, enabling all staff to understand the system and get optimal use of their NSSF contribution.
- Provide pay slip to each staff monthly.
- Follow-up financial and maintain relevant financial and accounting issues
- Facilitates all external/internal audits including annual corporate audit, project audit, donor audit and any other special audits as per requirement.



Qualifications & Preferred Skills

- Chartered Accountancy Course Completed with Degree in Finance studies/M.COM in Accounting and at least three years of relevant professional experience in National Non- Governmental Organization and International organizations.
- Knowledge in FACE Form, PowerPoint, MS word and Excel are essential.
- Bachelor Degree or Diploma in any related of Finance studies.
- Three years of experience in the same or related position
- Knowledge of humanitarian principles and code of conduct.

- Capability to establish good and respectful relationship with staff and other actors.
- Outstanding leadership and organizational skills.
- Good in communication skills and relatively calm character.

How to Apply

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