



**Job advert**

**Position:** Program Manager  
**Location:** Maban  
**Reports To:** Deputy Country Director, Programs  
**Supervises:** Health, Nutrition, WASH and FSL Coordinators, and other program staff in Maban and Renk as assigned

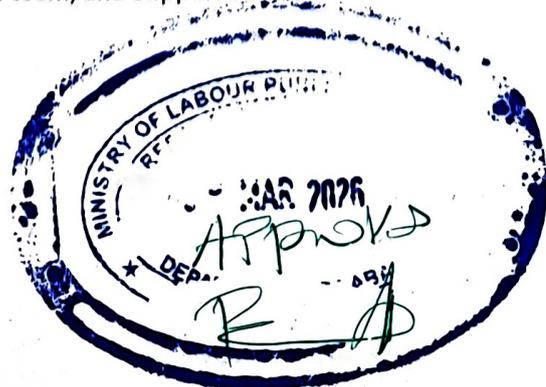
**Overview**

Imatong Employment Solutions (IES) is a South Sudanese human resource company, registered and operating in South Sudan since 2015. We are working together with Relief International to identify a qualified South Sudanese professional for the role of Program Manager – Maban.

Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty. Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach, which we call the RI Way, emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

**Position Summary**

Reporting to the Deputy Country Director, Programs, the Program Manager will provide day to day overall technical and management leadership to the RI's Health, Nutrition, WASH, and FSL/E projects in Maban and Renk. This involves the management of all the aspects of the projects, which includes but not limited to the program cycle management, program human resources management, budget management, program monitoring, reporting, representation and networking. The position will require a representational role with incumbent having strong proposal writing and reporting skills, community engagement, and coordination. The PM will actively participate in the program design and development, and key internal and external coordination meetings as required by the program and Maban project office. The role will work in close collaboration with the Deputy Country Director, Programs, Program team, and Support teams.



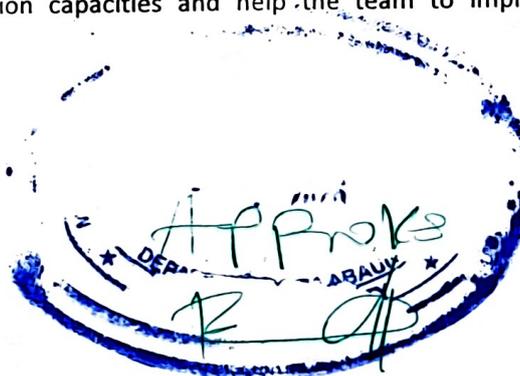
**Key Responsibilities and Duties:**

**Program Management**

- Offer program management leadership to the Maban office
- Under the supervision of the Roving Area Manager and Deputy Country Director, Programs, provide planning, programmatic and technical support to relevant projects
- Ensure activities are in line with the approved project proposal, budget and implementation plan, communicating issues/problems in advance to project coordinators and preparing course corrections as needed.
- Provide leadership for the assigned projects, working to ensure short- and long-term impacts and outcomes are successfully achieved and there is a positive impact for the beneficiaries, local authorities and local partners.
- Ensure the programs expenditures are in line with approved budgets, advising on potential under/overspending and recommending appropriate corrective action.
- Continuous supervision and monitoring of project activities, regularly evaluating progress of the outputs and targets (through on track/off track assessments) and develop corrective actions in coordination with the project coordinators and colleagues to mitigate any delay in implementation.
- Raising PRs based on program procurement plan, spend down plan, detail implementation plans, and coordinate with operations department to ensure procurements are done in a timely manner.
- Under the guidance of the Deputy Country Director, Programs and Roving Area Manager, work constructively with support teams to ensure sound administrative practices concerning record keeping and communication/visibility, and ensure projects are implemented in compliance with donor requirements throughout the project lifecycle.
- Actively participate in BVA meetings, program kick off meetings, grant review meetings, and grant closeout meetings.
- Draft all technical donor narrative reports and other internal program reports and submit to the respected technical managers and advisors for review

**Program Quality Assurance**

- Develop recommendations and guidelines for implementation of quality health, nutrition, WASH and FSL/E projects
- In coordination with the MEAL Coordinator, ensure projects are properly monitored, and routinely review existing data collection capacities and help the team to improve data collection and reporting



- Maintain a resource library for the Maban Projects team and keep up-to-date with the latest trends and updates within the target sectors. Ensure relevant technical staffs have access to appropriate information when needed.
- Actively participate in the identification and management of any disaster or epidemics or direct response
- Ensure projects are implemented in line with donor proposals and in accordance with RI, donor, country and international standards such as Sphere and HAP standards
- Ensure Accountability mechanisms are implemented and upheld in the project office

### People Management

- Lead in human resource planning and management of all staff under direct management of the project staff.
- Create and maintain a work culture based on mutual respect, team spirit, which promotes accountability, alternative viewpoints are welcomed, and the team strives for excellence, and is conducive to professional growth.
- Promote and instill a focus on capacity building, coaching & mentoring, deepen understanding and ownership of individual roles, and strengthen performance management systems through the implementation of a comprehensive staff development plan in close collaboration with HR.
- Promote accountability, clearly communicate expectations, and provide constructive feedback through regular individual engagements and performance reviews.

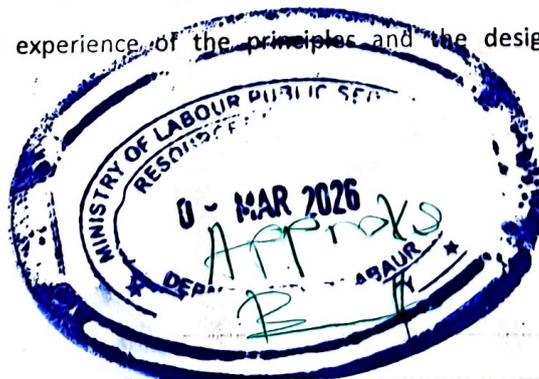
### Program Development and Representation

- Develop and maintain proactive relationship with UNHCR and other donors, partners and other key stakeholders to maintain program visibility, quality and improve partnerships
- Actively participate in program design and proposal development processes, ensuring that input is timely done as required
- Represent RI at various technical sector meetings and learning events as required, in coordination with technical program coordinators and share learning across the team
- Undertake any other duties as delegated by the Deputy Country Director, Programs in line with organizational priorities
- Act on behalf of the Area Manager in Maban/Renk as assigned from time to time

### Qualifications

- Master's Degree in Public Health or other relevant qualifications
- Excellent skills in program management, monitoring and evaluation, people management and report writing skills.

- Knowledge and practical experience of the principles and the design,





monitoring, implementation and evaluation of humanitarian public health and FSL/E projects

- More than 5 years' experience in project planning and grant management (multiple donors) in humanitarian emergency context
- Previous experience in managing Health, Nutrition, WASH and FSL projects supported by UNHCR, PRM, WFP, UNICEF, BHA, ECHO and other donors is strongly recommended
- Excellent negotiation/advocacy skills within varying cultural and professional contexts, in particular regarding donors and government officials.
- High level of skill in developing, implementing and training others in the tools needed for program cycle management monitoring and review
- Skilled in, and committed to, community participation/interaction, field visits and presence in program areas
- Practical experience managing staff and programs in insecure locations
  
- Knowledge of Humanitarian Essentials, Sphere and CHS Standards, protection issues and other international humanitarian guidelines and protocols.
- Fluent and articulate in spoken and written English
- Flexible and ability to cope with basic living conditions in the field in context of humanitarian and under developed countries
- Knowledge of Arabic language is an asset.

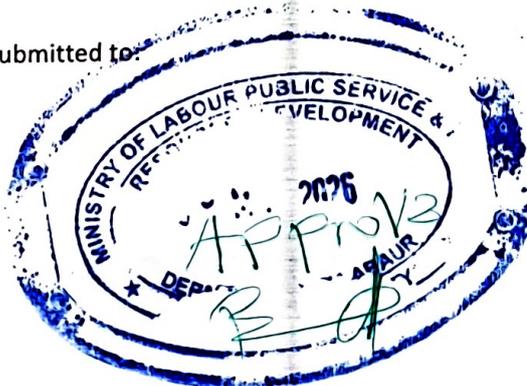
We would like to share Relief International's Values with you: We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

#### Application Process

Interested South Sudanese candidates are asked to provide their current CV and cover letter expressing their motivation for applying and their relevant experience/expertise, and copies of academic certificates.

The applications are to be submitted to:





Online at <https://imatongemploy.com/job-application-form/>  
which can be also found at [www.imatongemploy.com](http://www.imatongemploy.com)

Hard copies may be dropped to Relief International Office, Maban.

Please contact +211 921 277 383 for queries.

Applications will be reviewed on a rolling basis as soon as they are received. Interested candidates are strongly encouraged to apply as early as possible and no later than 20 March 2026 at 5pm.

We appreciate the time and effort all applicants invest in applying for this position. However, due to the volume of applications, only shortlisted candidates will be contacted.

RI is an Equal Opportunity Employer - EOE/M/F/D/V.

