

VACCANY ANNOUNCEMENT

MINISTRY OF LABOUR
REPUBLIC OF SOUTH SUDAN
29 NOV 2022
SOUTH'S
MOL
Approved
29/11/2022

About Coalition for Humanity

Coalition for Humanity (CH) is humanitarian and development organisation with experience in implementing humanitarian and development/resilience projects in South Sudan. We focus on Food Security and Livelihoods (FSL), Water, Sanitation and Hygiene (WASH; Gender Based Violence (GBV) General Protection (GP), health and nutrition. Coalition for Humanity has experience in integrating projects, forming a nexus across sectors in order to leverage on resources. We consider Protection/GBV, Housing, land and property rights (HLP), peacebuilding and conflict transformation as cross cutting issues. We have successfully integrated these in WASH, FSL, Nonfood items, Health and Nutrition. CH has its headquarters in Juba but with presence in Upper Nile, Unity and Central Equatoria States. Our ultimate goal is to reach out to people across the entire country South Sudan. , Coalition for Humanity is committed to working with communities to build their resilience as well as to nurture the capacity of locals in delivering holistic and local context specific responses.

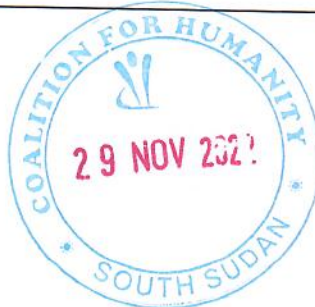
Coalition for Humanity is therefore, seeking to qualified and suitable candidates for the below position.

| Job specification | |
|---------------------------|--|
| Job title | Project Officer |
| Number of Position | 2 positions |
| Job location | Leer and Mayendit |
| Job Graded | Based on CH's Job Grades |
| Contract type/ | 1 year with possibility of extension |
| Reporting to | Program Manager |
| Job Purpose | The Project Officer (PO) will be responsible for project implementation 'Eliminating Trachoma 'project in three districts of co. He/she will be responsible for managing the essential aspects of the project cycle for assigned projects including planning, implementation and monitoring of the project. Furthermore, He/she will assist the PM regarding regular updates and progress of the project, correspondence with partners on project and strategic interventions. |

COALITION FOR HUMANITY
SOUTH SUDAN
29 NOV 2022

Key Duties and Responsibilities

- Support to manage all aspects of the project cycle including planning, implementation and monitoring.
- Ensure all project documentation and reports produced on time.
- Coordinate with partner for timely submission of reports and KPI's.
- Work with the project team of to review the progress reports, analyze KPIs and providing timely feedback.
- Develop and implement Project's work plans on monthly/quarterly basis.
- Prepare briefing papers/project updates for periodic review meetings.
- Compile project beneficiary case studies when required.
- Support Program Manager in new project proposal writings, when required.
- Support the Program Manager for networking with key stakeholders working in the project districts.
- Support the Program Manager and in building project staff capacity in program management.
- Represent CH at conferences and workshops and support the program Manager in raising organizational profile.
- Work closely with the Finance & Support Services department to help prepare monitoring expenditure



| | |
|-----------------------------|---|
| Person Specification | <p>Education</p> <ul style="list-style-type: none"> • University Degree in relevant field (Social Sciences, Development Studies, Public Health, Community Development). • Qualification with a legal background is a requirement. <p>Experience</p> <ul style="list-style-type: none"> • Minimum of 2 years working experience, ideally in an NGO or well acknowledged NGO, having experience of working project fund/ grant management. • Experience on all aspects of project management. <p>Core Competencies</p> <ul style="list-style-type: none"> • Report writing. • Problem solving. • Analytical. • Social mobilization. • Knowledge of database management and good command over MS Office. • Good understanding to work with project budgets, forecasts and reports. • Good communication skills (both oral and written). • Proficient in both verbal and written English <p>Behavioural</p> <ul style="list-style-type: none"> • Interpersonal and intercultural sensitivity. • Social and receptive (active listener). • High degree of integrity. • Ability to work independently and as a part of the team, as the situation dictates. • Pro-active and ready to take initiative. • Ability to assimilate and handle a wide range of information efficiently and effectively. • High level of stress tolerance and ability to work under pressure with minimum supervision. • Willingness to undertake extensive field trip within PCO working area. |
|-----------------------------|---|

Note: Applicants should review the job requirements carefully before applying ensuring that he/she

meets the requisite qualification

Applications, along with CVs) should be addressed to: Human Resource & Administration Manager,

Coalition for Humanity Email jobs@ch-int.org or Hand deliver hard copies to our Office in Juba located in Gudele 1 Block 8 North of Zain Customer Care Shop. Application deadline: 19/12/2022. Only short-listed candidates will be contacted.

