

JOB ADVERTISEMENT

Job title:	Program Assistant- Civil Society
Duty Station	Juba
Reports to:	Senior Program Officer (Civil Society)

Democracy International (DI) seeks to hire a Civil Society Program Assistant for its USAID supported program in South Sudan, *Systems to Uphold the Credibility and Constitutionality of Elections in South Sudan (SUCCESS)*. Through SUCCESS, DI and its consortium partners are working to promote effective, inclusive, and accountable governance to inform an increasingly stable South Sudan. The Program Assistant supports the Civil Society Team that is responsible for the projects’ capacity building activities with local organizations throughout the country to include the training events, mentoring opportunities, and study tours. This position will assist the project and team in planning and management of numerous training and educational activities throughout the country

JOB DUTIES AND RESPONSIBILITIES:

Reporting to the Senior Program Officer, Civil Society, the Civil Society's Program Assistant major responsibilities are as follows:

- **Provide regular updates, monitors and analyses of media coverage on program-related topics and developments;**
- **Organizational management of training events to include:**
 - Hospitality support for attendees, external trainers, and consultants;
 - Creating program activity budgets and completion of pre-event checklists to ensure all proper planning occurs prior to the event;
 - Management and record-keeping of invitations, participant registration forms and program files;
 - Arrangement of travel and logistics for the team's and participant travel;
 - Ensuring appropriate translation and communication needs (microphones, speakers, overhead projectors, etc...) are prepared for in advance;
 - keeps track of program events in the field and updates the calendar of activities;
 - Compiles briefing materials and assists in preparing and supporting staff and consultants traveling to the field.
- **Support to mentorship, fellowship opportunities and study tours to include:**
 - Front-line support and assistance to participants and program recipients;
 - Administrative support to the participants including managing their access to necessary project resources;
 - Logistics and travel arrangement as needed

POSITION REQUIREMENTS

(Knowledge, Skills and Abilities Required)

Candidates should possess the following minimum qualifications:

- Two or more years of experience in an international or local organization in an administrative support position or related field;
- Past experience in event management and the organization of public or large training events;
- Ability to travel as needed throughout the country to support project activities;
- Superior written and spoken fluency in English;
- Fluency in one or more local languages, and;
- Completed University degree is required.

Interested candidates should submit their applications and updated CV indicating the position they are applying for in the subject line of their email, by **January 5, 2016** either by email to,

DI.SSudanjobs@gmail.com or through Hand delivery to;

Human Resources Officer, Democracy International
AFEX River Side Camp
Hai Malakal Juba South Sudan.

Please note: This Position is Open to South Sudanese Nationals Only. DI is an equal employment opportunity employer and strongly encourages qualified female candidates to apply.