

JOB RE-ADVERTISEMENT

Job title:	Program Officer – Civil Society (For South Sudanese Only)
Duty Station	Juba (with travel outside Juba as required)
Reports to:	SUCCESS Civic Engagement Manager
Starting Date	Immediate

ORGANIZATIONAL CONTEXT:

Democracy International, Inc. (DI) provides technical assistance, analytical services and project implementation for democracy, human rights, governance and conflict mitigation programs worldwide for the U.S. Agency for International Development (USAID), the U.S. State Department and other development partners. Since its founding in 2003, Democracy International has worked with civil society organizations, political parties, election-management bodies, government agencies, legislatures, justice-sector institutions, and others in 70 countries. Through the SUCCESS (Systems to Uphold the Credibility and Constitutionality of Elections in South Sudan) , DI and its consortium partners are working to promote multi-party pluralism, through strong, effective, issue and policy driven political parties in a democratic and inclusive setting.

SUMMARY OF JOB PURPOSE:

The Program Officer - Civil Society will be responsible in managing performance targets for the team under the project's monitoring and evaluation framework, serving as the technical lead on grant programs, developing of educational and training opportunities for CET and civil society, and providing overall direction to the technical team in collaboration with the Civic Engagement Manager.

Job Duties and Responsibilities:
Responsible for the development of educational and training opportunities for civil society to include:

- Organization and management of study tours and out-of-country training opportunities for civil society leaders;
- Delivery of training seminar and educational events for civil society throughout the states.
- Enabling mentorship opportunities of civil society organizations and leaders to enhance their skills.

Collaborate with the Civic Engagement Grants Team in the development of:

- Sub-grant and small grants opportunities including the design of mechanisms for awards and the fair selection of recipients;
- Work with potential grantees on proposal development to ensure that application is in line with the SUCCESS objectives;
- Development of training on grant procedures and policy guidance and interpretation for program staff and sub-grantees to ensure adherence to grant management procedures;
- Organization of capacity building opportunities for grantee partners;
- Serve as the technical focal point on assigned grants to include the review and edits of deliverables and provide guidance to grantee during implementation, as required;
- Support, operationalize, and equip Civic Engagement Centers (including state offices) to provide support and tools for civil society organizations and activists through-out the states that enable their access to tools and resources both nationally and internationally;
- Serve as a focal point for civil society inputs and requests to the project and remain continuously engaged with a broad range of civil society actors to remain informed on civil society's role in achieving good governance goals;

- Manage reporting responsibilities on civil society activities, to include inputs to USAID reports, updates and support to civil society assessments, training databases and program learning mechanisms, and similar reporting assignments;
- Lead the achievement of performance targets for the team under the project's monitoring and evaluation framework;
- Supervise and effectively manage two or more persons in a Civil Society Team;
- As requested, assist in managing and organizing VIP visits.

Qualification Required:

(Knowledge, Skills and Abilities Required)

- 2-3 years of support to civil society program experience, specifically in organizing and delivering capacity building opportunities;
- 3+ years as a leader, officer, or activist of a local civil society organization;
- Experience and technical expertise working with community-based organizations and NGOs;
- Prior USAID project management experience required;
- Superior English writing capabilities (ability to write technical papers);
- Relevant university degree required; and
- Professional fluency in English 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 **December 18, 2015** 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.