

VA/1/2017

### JOB ADVERTISEMENT

<b>Job title:</b>	<b>Civic Engagement Center Officer- Civil Society</b>
<b>Location:</b>	<b>Aweil</b>
<b>Reports to:</b>	<b>National Civic Engagement Center Coordinator</b>

Democracy International (DI) seeks to hire Civic Engagement Center Officer 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 multi-party pluralism and democratic governance through strong, effective, issue and policy driven parties and civil society actors within a democratic and inclusive political setting.

The Civic Engagement Center Officer is a full-time staff member who will report directly to the National Civic Engagement Center Coordinator based in Juba. The Civic Engagement Center Officer will be responsible for coordinating activities in the Civic Engagement Center for Civil Society in Aweil. The staff will work as part of a team, and will provide support to partners in Northern Bahr-El Ghazal region. The position may provide supervision to other staff at the center. Please note that proof of South Sudanese citizenship/nationality is required.

#### Key Responsibilities

- Be knowledgeable of current events that pertain to civic and political affairs on the national, state and local levels;
- Manages the day-to-day running of the Civic Engagement Center in Aweil.
- Implements and reviews (as need be) the center management policies with regard to asset usage, risk mitigation, etc.
- In coordination with the SUCCESS operations team, ensures that the center is equipped with the required equipment, supplies, reading materials and other items, as needed;
- In liaison with partners, develop a sustainability plan for the transition of the Centers from SUCCESS to the local partners;
- Plan inter-state exchange activities to strengthen cooperation between civil society groups in the State.
- Network with local and international Non-governmental Organizations implementing CSO support activities in Aweil and develop strategies for collaboration;
- In liaison with civil society partners, establish a "Users committee" for the Center, comprised of representatives from local civil society organizations;
- Actively participate in civil society networks, clusters, and other for a relevant to active citizen participation and promote the use of the center to various partners

#### Reporting

- Submit weekly reports with disaggregated data analysis on the functioning and usage of the Aweil Civic Engagement Center.

#### Other responsibilities

- Liaise with the SUCCESS Finance Team to reconcile advances and other financial documents;
- Participate in SUCCESS activities, workshops, and events with other SUCCESS teams, as needed.

#### Qualification

- Minimum Bachelor of Arts Degree in Social Sciences, or relevant field;
- At least 2 year of professional experience in development, including at least two years of experience working with civil society;
- Knowledge of logistics and operations, preferably with experience of USAID-funded programs;
- Fluent in both spoken and written English
- Computer Competency in Ms Office ( Ms Word, Ms Excel etc) and internet

Interested candidates should submit their applications clearly indicating the title of the position they are applying for and updated CV which should contain their e-mail address and telephone contact along with three professional supervisory references. Applications should be submitted by the closing date March 31, 2017 by email to [di.ssudanjobs@gmail.com](mailto:di.ssudanjobs@gmail.com) Applications should be submitted by the closing date March 31, 2017 by email to [di.ssudanjobs@gmail.com](mailto:di.ssudanjobs@gmail.com)

*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.*