



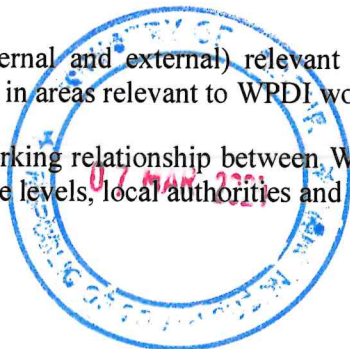
services.

**Main Responsibilities;** The main responsibility of the Project Officer (s) is to ensure that the project produces the expected outputs and reaches the planned targets by undertaking necessary activities to the required standard of quality and within the specified constraints of time and cost. The Project Officer(s) will also coordinate with Partners on all relevant substantive and administrative aspects under the project. The Project Officer will ensure appropriate stakeholder engagement and liaise with local authorities and other relevant government and non-government actors, for effective coordination of the project activities.

Under the overall authority and direct supervision of the program Director, country Manager and the team at the Headquarters, the Project Officer (s) will be expected to handle the below tasks;

**Major Tasks:**

1. Lead in project coordination and support to local partners, including in project implementation, financial management and reporting, and monitoring, evaluation and learning at the County level.
2. Provide support to the County level trainers and Operations personnel on the implementation of the projects and ensure compliance with the approved workplans
3. Develop networks of partnerships at the local level to ensure ownership and sustainability of project actions.
4. Represent and speak on behalf of the WPDI program in the County and other stakeholders at various levels, including policy and decision-makers and other INGOs and NGOs.
5. Undertake regular monitoring against the monitoring and evaluation plan to ensure that the project is achieving the desired results.
6. Maintain thorough progress monitoring reports, and provide quarterly financial and narrative progress reports for the program in a timely manner.
7. Support Program Director and Coordinator to develop work plans and budgets relevant to the WPDI annual work plan.
8. Ensure that activity reports from field team are compliance to donor's requirements and standards.
9. Report on WPDI activities as related to the project, strategic and humanitarian response plans.
10. Attend meetings (internal and external) relevant to WPDI, including working groups coordination meetings in areas relevant to WPDI work.
11. Maintain a cordial working relationship between WPDI and key Government officials at both National and State levels, local authorities and any other stakeholders as necessary.



12. Collect, analyze, and utilize data and feedback to identify opportunities to improve the relationship between WPDI, donors and the line Ministries.
13. Coordinate the Preparation of Itineraries and Logistics of visiting WPDI Guests and Consultants
14. Participate in Trainings and workshops for beneficiaries, Tots and Payam youth

### Competencies

- a. Ability to build capacity and train various stakeholders
- b. Knowledge and/or familiarity with the county geography and willing to travel/trek to the project sites located in remote part of the country
- c. Ability to work well with Government officials and community personnel
- d. Strong and demonstrated capacity for organization, management with excellent reporting and coordination skills
- e. Strong leadership, technical competence and professional skills for timely implementation, coordination and management of activities
- f. Ability to work in a team, develop synergies and establish effective working relations with various stakeholders
- g. Strong interpersonal and communications skills, resourcefulness, initiative, tact and ability to cope with any situation
- h. Openness to change and ability to receive/integrate feedback;

**Education:** Diploma or Bachelor's degree in Project Management, International relations, Development, Business Administration or other social sciences

- MBA / Master's degree is a strong asset.

**Language:** Excellent written and spoken English and Juba Arabic

**Experience:** At least 1 to 3 years of progressively responsible relevant experience in Project Managements, proven ability to work efficiently, under pressure, and in multicultural environment. Knowledge of office management systems and procedures; Proficiency in MS





office (Excel, Powerpoint, Word), Attention to details and problem-solving skills; Excellent written and verbal communication skills

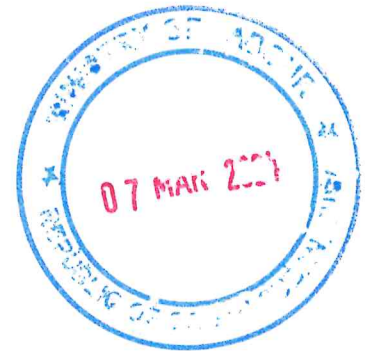
Proven research and analytical skills; good computer skills in all aspects of MS Office and including web content management and data base software; ability to work independently on delegated tasks; excellent organizational, interpersonal, and communication skills for effective reporting on programmatic and financial activities

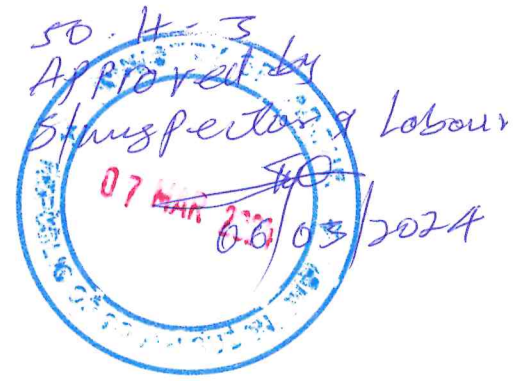
**Apply To:** Interested applicants, who hold South Sudan citizenship, are invited to submit a cover letter (in English and referencing the Job Announcement) accompanied by a full resume, and Cover letter stating details of educational qualifications and working experience, home and office telephone numbers.

**E-mail:** [recruitment-south-sudan@wpdi.org](mailto:recruitment-south-sudan@wpdi.org)

**THE POSITION IS OPEN ONLY TO NATIONALS**

*Only short-listed candidates will be contacted.*





## JOB OPPORTUNITY

<b>Title:</b>	<b>Business &amp; Entrepreneurship skills trainer</b>
<b>Organization:</b>	Whitaker Peace & Development Initiative (WPDI)
<b>Location:</b>	Lainya CES South Sudan
<b>Contract Type:</b>	Consulting agreement
<b>Supervisor:</b>	<b>Project Officer</b>
<b>Duration of Contract:</b>	12 months with possibility of renewal subject to availability of funds and satisfactory performance.
<b>Deadline for application:</b>	March 25, 2024
<b>Report to work:</b>	Immediately

### Background:

The Youth Peacemaker Network (YPN) in South Sudan is undertaken by the Whitaker Peace & Development Initiative (WPDI), in partnership with UNESCO, Zain and Ericsson, to empower young people as leaders of peace and development in their communities through a unique mix of peacebuilding, conflict resolution, mediation, life skills, ICT training, vocational training, and youth-led community projects as well as programs promoting peace through the arts and sports.

WPDI is an international nonprofit organization founded by UNESCO Special Envoy for Peace and Reconciliation, Forest Whitaker, with the mission of helping societies affected by destructive conflicts and gang violence transform into safer and more-productive communities. Since its inception in 2012, WPDI has created and managed peacebuilding programs in Uganda, Mexico, South Sudan, the United States, and South Africa. WPDI collaborates with a range of local and international, public and private partners to support its mission.

The YPN provides education and training for youth in peacebuilding, conflict resolution, Business & Entrepreneurship and life-skills coaching as well as ICT and vocational skills. Additionally, the program empowers local communities through a series of peacebuilding activities including community projects, the establishment of Community Learning Centers, film screenings, and infrastructure building. The pilot phase of the program was launched in Eastern Equatoria State in 2014 and is now expanding to former Western Equatoria since 2017.



It is against the above background that WPDI is seeking to recruit a suitably qualified South Sudanese (*preferably from Lainya*. to fill the position of **Business & Entrepreneurship skills Trainer** for its Community Learning Center in Lainya. The Trainer among other roles will be responsible for the following:

- a) Preparation and organization of trainings in business and entrepreneurship skills at WPDI Community Learning Center in the respective places
- b) Mobilization of youth and community members to attend business trainings
- c) Provide regular trainings in business and entrepreneurship skills at WPDI Community Learning Center; Trainings will be conducted twice a week
- d) Contributing to the design of training modules in Business/entrepreneurship skills;
- e) Collecting and monitoring evaluation data from trainees in business from the county and supporting the production of program evaluation materials;
- f) Monitoring youth businesses on the ground and helping the group to improve their business performance
- g) Maintaining a database of students in entrepreneurship and business skills trainings at the Payam training venues who registered and certified and collecting testimonies as needed;
- h) Providing guidance to students on generation of Business Plans/Ideas where necessary
- i) Working with WPDI Business Skills officer in Head Office on an ongoing basis to improve the Program;
- j) Encourage trainees to participate in: -Presentations, live demonstrations, innovative, and interactive practical exercises with feedback and coaching on the relevant skills and processes, discussion exercises and application of reinforcement tools like **Market surveys** and **Business plan Competitions**
- k) Participating actively and effectively in trainings that may be conducted from time to time by WPDI in Business/Entrepreneurship in his or her assigned location.
- l) Any other assignment or program or project that may be introduced by WPDI from time to time.

### Qualifications

The applicant should have at least a professional certificate or Diploma in the field of in Economics, Business Administration, Entrepreneurship, commerce or Marketing and a degree qualification will be an added advantage but not a must requirement for the position. Skills and knowledge in the following areas will be appealing

- ✓ Teaching business skills for adults with different education background and cultural differences
- ✓ Good planning of the teaching learning materials designed for adult learners
- ✓ Well verse with methodology and approaches of training adults in any environment
- ✓ Good training and learner assessment report development on periodically manner
- ✓ Very good communication and instruction ability to aid learning

If you meet the above qualifications, please drop your application letter with supporting credentials and a copy of Nationality Certificate at the WPDI Community Learning Centre in WPDI office in Lainya or **email [recruitment-south.sudan@wpdi.org](mailto:recruitment-south.sudan@wpdi.org)** Clearly indicating the position and location you are applying for on the subject of the email.

