

**Starting Date:** April 2016

**Date of Issuance:** 18 February 2016

**Deadline for applications:** 08 march 2016

~~HR RESOURCE~~  
Handwritten signature and date: 18/2/2016

## **1. Organizational Background:**

ACTED (Agency for Technical Cooperation and Development) is an international NGO founded in 1993 and headquartered in Paris. ACTED implements projects in more than 30 countries around the world, in Africa, Asia, Europe, Latin America and the Middle East. ACTED has over 15 years of expertise and experience in addressing the needs of conflict and disaster affected populations, in emergency and development settings. ACTED's operations in South Sudan are centered on an integrated community development strategy aimed at supporting vulnerable communities.

ACTED is looking for qualified and highly self-motivated candidates to fill the position of Infra/Shelter Officer to support its programs across South Sudan.

## **2. Tasks and Responsibilities:**

Under the direct supervision of the area Infra/Shelter PM, key responsibilities will include (but are not limited to):

- Manage and implement the program in the field.
- Manage workers and provide them technical advices and instructions for improvement of their works.
- Have regular contact with project/field staff and on time control of project/field.
- Regular communication with Program Manager and Infra/Shelter Officer in order to manage the program activities on time
- Control of construction materials to be used properly and supervise the Masons, workers and all members of his team to perform based on nature of program and ACTED standard engineering terms and technical designs.

Construction Assistant is representative of Infra/Shelter Officer in the field and he/she has the

- Office in Maban (**Gendrassa Camp**) in hard copy by March 08, 2016.Or by mail;  
sultan.rahim@acted.org;juba.adminassist@acted.org;juba.administration@acted.org;
- Shortlisted candidates will be contacted by ACTED Human Resources Department within two weeks of the application deadline.
  - **Application materials are not returnable**, therefore applicants are strongly recommended not to submit original documents.

Note: This position is open to South Sudan Nationals & Women are encouraged to apply