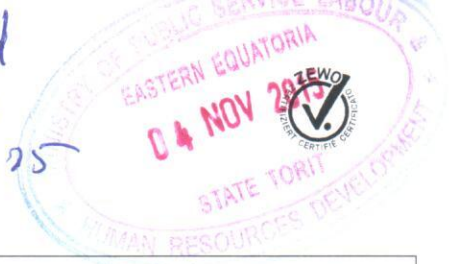


Approved
4/11/2015



Vacancy Announcement

PROJECT OFFICER SOUTH SUDAN

<p>Organisation & programme information</p>	<p>Caritas Switzerland (Caritas) is a non-governmental aid agency and a member of Caritas Internationalis. Caritas works worldwide and adheres to international humanitarian principles (NGO code of conduct). Caritas encourages people to take charge of their own fate and does this by promoting local initiatives that sustainably improve the living conditions of the socially disadvantaged, advocating the conservation of natural resources, supporting civil conflict resolution and peace building, cooperating with local partners and strengthening their own commitments.</p> <p>Caritas Switzerland works in Eastern Africa and the Horn of Africa with a focus on education, strengthening of civil society, food security and water, hygiene and sanitation. We operate an office in Nairobi, have Country Offices in Somaliland (Hargeisa) and South Sudan (Torit) and a Representative in Ethiopia (Addis Ababa).</p> <p>In South Sudan, Caritas Switzerland implements comprehensive recovery projects to provide basic services that aim at increasing access to quality education, improve food security as well as improving access to, and use of safe water by the beneficiaries. Among others Caritas Switzerland builds water catchments and has a strong focus on sanitation and hygiene education and as well as teacher training, strengthening of Parents/teachers associations and water management institutions. Caritas Switzerland is currently seeking a Project Officer for its South Sudan Programme.</p>
<p>Position</p>	<p>Project Officer-Water for Productive Use</p>
<p>Reporting to</p>	<p>Head of Technical Department</p>
<p>Workplace</p>	<p>Kapoeta</p>
<p>Starting date</p>	<p>asap</p>
<p>Duration</p>	<p>6-12 months, extendable</p>
<p>Key tasks & responsibilities</p>	<ul style="list-style-type: none"> • Working together with the community mobilizers to mobilize, inform, explain, and sensitize beneficiary communities on planned water for productive use project activities; • Explain duties and responsibilities of Caritas and the ones of the community; • Carry out discussion of the MoU between Caritas and the Community and • organize signing; • Mobilize the community to fulfil their roles • Ensure the community is well aware what the project entails • Resolve any conflicts or misunderstandings with the communities. • Support the hygiene and sanitation promoters in hygiene promotion, and trainers (external and internal) on trainings on disaster risk reduction • Train beneficiaries (water committees or existing mechanisms) on project management, operation and maintenance, as described in the project narrative proposal. • Support development of manuals for operation and maintenance of the projects, in local language or in a form the beneficiaries will understand • Develop and submit weekly, monthly, quarterly and final project reports. • Carry out supervision of construction works, and any other work related to the project • Coordinate with Caritas Switzerland Torit office, government officials as needed and necessary for the success of the project • Coordinate with the Head of technical department as well as other project officers in making logistics and procurement requests <p>Other tasks</p> <ul style="list-style-type: none"> • The Project Officer should be ready to execute other tasks related to his background and assigned by the Project Manager/HoTD but not specified under the above point.

Caritas Switzerland

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Internet: www.caritas.ch

Quality management system
ISO 9001, Reg.-Nr. 14075
NPO-Label, Reg.-Nr. 22116

Doing the right thing

Essential requirements & qualifications	<ul style="list-style-type: none"> • A university degree or higher diploma in construction, civil engineering or related field • At least one year experience in NGO and humanitarian work. • Exceptional community mobilization and training skills • Experience working in Kapoeta counties an added advantage • Computer skills especially in Ms Word, PowerPoint, and Excel • Able to read and interpret drawings, bills of quantities and tender documents • Good communication and organizational skills. • Fluent in Toposa language.
Application	<p>If you feel you fit the required profile, please let us know how your qualifications, experience and career ambitions match the requirements of this position. Send your application latest by 13th November 2015 to southsudan@caritas.ch, indicating 'PROJECT OFFICER' on the subject line, hand deliver to the Administrator Kapeota Mission Hospital in Kapeota, Eastern Equatoria State.</p> <p>Please provide a Curriculum Vitae (CV) that contains details of your qualifications, experience, present position, current remuneration, earliest date of availability, names and telephone contacts of three referees, preferably including your previous and current direct supervisors.</p> <p><i>Only shortlisted candidates will be contacted</i></p>
Website	www.caritas.ch