



VACANCY ANNOUNCEMENT

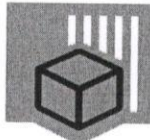
Position: Senior Liaison and Program Support Officer
LOCATION: Juba, South Sudan
START DATE: ASAP
DURATION: One year with possibility of extension

Dorcas is a Christian relief and development organization which operates from the Netherlands through different field offices within Eastern Europe and Africa. Dorcas is committed to fulfil the command of Jesus Christ to care for and empower the poor and oppressed. Dorcas accomplishes this by promoting self-reliance through Development, the provision of social care and assisting in emergency situations.

Dorcas South Sudan is looking for an English-speaking, South Sudanese, for the position of **Senior Liaison & Program Support Officer** to be based in Juba. In this position the incumbent will support Dorcas South Sudan's efforts to develop and maintain dialogue with counterpart ministries and liaises with counterpart Government Ministries and Departments concerned on protocol, policies and procedures, UN, and other Humanitarian agencies located in Juba. The work is diverse and requires a significant level of multitasking to tight deadlines.

Key Result Areas:

- Maintains dialogue with counterpart ministries and liaises with counterpart Government Ministries and Departments concerned on protocol, policies and procedures, and advise management accordingly
- Coordinates with all programs on matters relating to support from counterpart ministries (including follow-up on MOA/MOUs, visas, importation of project assets, et al).
- Tracks Programme MOUs and ensure that these are adhered to and extended as may be necessary
Updates key government counterparts, UN and INGOs' and others agencies about the status of Dorcas' programs and projects
- Advises the HR unit and the Director on matters relating to key communications with counterpart ministries
- Maintain strong relationship with various agencies stationed in Juba who can play strategic role in collaboration with Dorcas South Sudan work now and in the future.
- Advises Dorcas South Sudan key staff on matters relating to key communications with counterpart ministries
- Establishes relations with new government counterpart ministries and humanitarian agencies
Works with the South Sudan Country Director to strengthen partnership with key Humanitarian and Development partners
- Supports the Country Director on key coordination, collaboration, meetings and actions relating to UN and INGO's partnerships and related activities and initiatives
- Manages the Juba Office and acts as advisor to the Senior Management Group on Juba matters
Work with the Country Director and other Senior Team on Dorcas South Sudan's strategy and positioning
- Prepares monthly/quarterly reports on the status of operations on Juba liaison support Office
- In close consultation with the Country Director, supports the in overall client/partner relationship management



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- Work with Sector project Coordinators on key Programme issues and represent sectors on key cluster meeting in Juba.
- Represent Dorcas Country Director when not attending in all meetings held in Juba Dorcas is invited to attend (UN, INGO and Donors and other meetings)
- Undertakes special projects as may be require

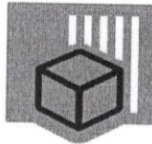
Required Qualification & Experience

- A degree in business administration, project management, finances or related social sciences with 7 years of professional field experience in a context of working with UN and INGOs'.
- Minimum 7 years of experience in relevant experienced in administration, project management, finance or related and social sciences and work with UN or INGOs'
- At least 3 years of demonstrated public relations skills is required
- Knowledge of Humanitarian and Development work and rules and regulations of engagement
- Prior work experience with the Government at a senior level is an advantage
- Strong interpersonal skills is must
- Fluency in both written and oral English
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.)

Required Skills

- **Professionalism:** The position expect an excellent working Knowledge of the working environment of various humanitarian agencies working in South Sudan and their strategic role playing in supporting the Government of South Sudan. Ability to establish and maintain productive partnership with various key agencies, resolve complex and politically sensitive issues with the government and cooperating institution, discretion and sound judgement in applying expertise to complex and sensitive issues, identify partners/agencies needs and develop appropriate solutions.
- **Communication:** Highly develop communication skills (spoken, written and public engagement, presentation), including ability to explain and present sensitive issues/positions and prepare clear, concise and meaningful reports on short notice.
- **Teamwork:** Strong interpersonal skills, ability to operate effectively across organizational boundaries, ability to establish and maintain effective working relationships in multi-cultural/multi ethnic environment with sensitivity and respect for diversity.
- **Leadership:** Establishes and maintains relationships with a broad range of people to understand needs and gain support, ability to support on the development and revision of country strategies with Dorcas Senior Team. Work with others to accomplish objectives and solve problems, demonstrates knowledge of good programming, strategies, key Cross cutting Themes and etc. Maintain very good plan of work and monitor progress against goal and objective for task assigned on time.
- **Planning and organizing** - Ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision.
- **Result-oriented** - Ability to focus on the result for the clients and respond positively to feedback





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- **Self- reliant:** Ability to act independently with a minimum of supervision. Specific assignments may be reviewed while in progress; however the majority is reviewed on completion. Routine duties are performed independently

What we offer

- Working environment with scope for professional and personal development;
- Being part of valued professional in a dedicated, motivated and intercultural team;
- Dorcas offers a gender sensitive working environment.
- A competitive salary in the senior scales of the organization that takes into account the qualification and experience of the candidate.

How to apply

Please submit your application (including CV, cover letter and contact details of 3 referees), **ONLY** by email to office@south-sudan.dorcas.org. Please indicate clearly the post you are applying for, by mentioning in the subject matter of your covering letter.

Closing date: 15th April, 2019

Only shortlisted candidates will be contacted.

Handwritten signature
07/03/2019

