



South Sudan Program

JOB OPORTUNITY – Project Officer - Reconciliation for peace in South Sudan- Bor Based.

Catholic Relief Services (CRS) carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. Our Catholic identity is at the heart of our mission and operations. We welcome as a part of our staff and as partners people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS has been operational in South Sudan since 1983, focusing on agriculture, health, peacebuilding, WASH, emergency relief, and savings and lending activities. CRS also helps strengthen organizational capacity of local institutions.

PURPOSE OF THE POSITION:

As a member of the Reconciliation for Peace project team, you will monitor and report on all project activities in support of Catholic Relief Services' (CRS) work serving the poor and vulnerable. Your thorough and service-oriented approach will ensure that the project consistently applies best practices and constantly works towards improving the impact of its benefits to those we serve.

Job Responsibilities:

- Support the coordination and implementation of all assigned project activities as outlined in the detailed implementation plan in line with CRS program quality principles and standards, donor requirements, and good practices.
- Monitor and report any challenges and/or gaps identified to inform adjustments to plans and implementation schedules. Assist partners in their efforts to reflect on project experiences.
- Support accountability through coordinating project evaluation activities and assisting partners in their efforts to collect and analyze project data per specified mechanisms and tools. Collaborate with local partner(s) to prepare reports per established reporting schedule.
- Collect information on staff capacity needs and technical assistance needs of partner organizations and monitor capacity building and technical support activities to ensure effective impact.
- Complete project documentation for assigned activities. Assist with identifying information for case studies and reports on promising practices

Typical Background, Experience & Requirements:

Education and Experience

- High School diploma required. Bachelor's degree preferred.
- Minimum of 2 years of work experience in project support. Experience in the field of human rights, governance and peacebuilding and for an NGO would be a plus.



- Experience in participatory action planning and community engagement.
- Experience monitoring projects and collecting relevant data preferred.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

Agency-wide Competencies (for all CRS Staff)

- Observation, active listening and analysis skills with ability to make sound judgment
- Good relationship management skills and the ability to work closely with local partners and community members
- Attention to details, accuracy and timeliness in executing assigned responsibilities
Proactive, results-oriented and service-oriented

Monitoring, Evaluation, Accountability and Learning (MEAL) Competencies

- **Monitoring:** Implements monitoring activities and processes according to the project's Detailed Implementation Plan and MEAL system.
- **Monitoring:** Assures the quality of evaluation data through good data management.
- **Accountability:** Involves community members in the design and implementation of MEAL systems and other activities in a respectful manner that values local knowledge and priorities and increases project relevance and impact.
- **Accountability:** Actively seeks and responds to feedback from all members of targeted communities and other stakeholders.

Application Submission:

Interested Candidates should submit a **Non-refundable** application letter and CV together with the names of three professional referees not later than **October 9th, 2017**. Only short-listed candidates will be contacted.

Address your application letter and CV to.

HUMAN RESOURCESE DEPARTMENT,
Catholic Relief Services –
South Sudan program, Juba Office or Bor Office.

By E-mail: southsudanvacancies@crs.org

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