



Vacancy announcement

Junior Programme Officer for DCA's South Sudan Office

DanChurchAid (DCA) is looking for an experienced **Junior Programme Officer**. The position is a one-year position with the possibility of extension based on performance/donor funding. Duty station will be Juba with frequent travels to field locations.

DCA is working with local partners in South Sudan to assist the poorest of the poor with a focus on protection, combating hunger, working for peace and conflict mitigation and the safe removal of explosive remnants of war (EWR).

In DCA we strive to secure high-quality standards for both our programme and support staff. The aim for our staff is to maintain a smooth running of the DCA Office with accountability, professionalism and staff welfare as a priority; creating an efficient, open and inspiring work environment for all.

The **Junior Programme Officer** in close collaboration and under the supervision of Senior Programme officer (SPO), is part of the Humanitarian Assistant and Resilience Program team supporting the Resilience and Development Activities in DCA South Sudan.

The main responsibilities of the **Junior Programme Officer** include:

- Supporting in the new proposal development by providing context and partner information accordingly;
- Supporting the partners in developing their proposal part with all the elements as per DCA and donor requirements;
- Ensuring that the project proposal is in line with DanChurchAid Vision & Plan and Strategy on Resilience and development;
- Providing feedback Terms of Reference for the mid-term or final evaluation of the projects/grants/frames by communicating to the partners for their necessary comments and feedback;
- Facilitating the integration of rights and gender as integral components of the programme;
- Ensuring that the Partners are aware of the deadlines for submission of required reports in order to keep the reporting according to scheduled times.
- Assisting the partners in the proper set up of the reports to ensure that all the DCA requirements are met;
- Critically analysing both the narrative as well as the financial/audited statements received from the partners so that the programme and the process are following the right direction as per the scheduled plan. Send it for feedback and revision to SPO;
- Supporting the SPO to verify all the expenses incurred by the project by the partners against the approved budget for the year. In case of any major variations/deviations from the original plan/budget, this must be brought to the attention of SPO and FPO;

- Supporting the SPO to verify that the DCA funds are used in the approved budget lines of the project. In case of any variations/deviations from the original plan/budget, this must be brought to the attention of the CD;
- Assisting the SPO in preparing brief bi-annual reports to head office by providing relevant information if required;
- Facilitate and coordinate DCA South Sudan office institutional assessment and organizational development;
- Working closely with the advocacy teams and topics of DanChurchAid and ensure that information is given to the programme team;
- Preparing a travel report with observations and recommendations to be shared with partner organization and SPO.

We are looking for a colleague with the following qualifications:

- At least 3 years' extensive experiences in development and resilience program preferably with Non-Governmental Organizations;
- Experience of working with HAP/SHPER/CHS standard;
- Bachelors Degree in Social Sciences and other relevant field;
- Experience with working with local/international partners will be an added advantage;
- Very strong communication skills (oral and written);
- A team player with an open, humorous disposition;
- Flexible, patient and persistent personality;
- Good computer skills (Word, Excel, Power Point, Outlook, etc.);

DCA is an equal employer, so, we encourage women to apply and a South Sudanese will be preferred for the position.

Interested candidates should submit a cover letter and CV to ssk.recruitment@dca.dk. Mark "**Junior Programme Officer/candidate's surname**". **The deadline for applications is August 02, 2017.** If this is not at all possible an application can be submitted by hand at the DanChurchAid Office Compound in Tongping opposite office of the political parties. **Please note that no material or documents handed over to DCA will be returned to the applicant upon termination of the recruitment process.**

DCA South Sudan has a turnover of about 10 Mill USD, incl. a humanitarian Mine Action programme. The mine action team is self implementing, while the rest of the DCA activities are implemented through partners. 62 of the about 98 staff members work with mine action.

DCA was established in 1922 and is today one of the major Danish humanitarian non-governmental organizations working to assist the poorest of the poor. DCA has Regional Offices in 11 countries, Humanitarian Programmes in five countries and projects worldwide and about 150 staff in HQ in Copenhagen. DCA is member of the ACT Alliance. For more on DCA, please be referred to www.danchurchaid.org

