



JOB Advertisement.

Job Title: Temporary/Voluntary Project Officer
Department: Program Team
Reports To: Program Director
Location: Juba, South Sudan
Prepared Date: October 6th 2016

Classification:

Community Effort for Peace and Development (CEPD) is a registered National Organization with the head office in Juba helping the helpless Communities in South Sudan. CEPD is currently implementing Education project (Go back to school campaign and Adult literacy), WASH & Sanitations and Public Health. CEPD is seeking to recruit an experienced and potential candidate on temporary or voluntary basis in the capacity of Project Officer, with a provision of converting to full contract upon satisfactory performance and funding confirmation.

PURPOSE OF THE POSITION:

The Temporary/Voluntary officer will comprise of a team of technical program who will design, contract, and supervise the implementation of CEPD's projects, in close coordination with the Community Members and Senior program Manager. The Temporary/Voluntary Officer will bring a technical expertise in areas most relevant to activities within the target community, for example WASH, engineering, and Education.

SPECIFIC RESPONSIBILITIES:

- Take a lead in designing, contracting and supervising CEPD projects, working closely with community members and Senior Program Manager.
- Build strong relations between community members and donor-funded NGO programs



- Participate in strategic planning and proposal development processes for communities effort for peace and development projects.
- Ensure timely and effective communications on program planning, implementation and reporting with technical team leaders based in respective CEPD projects.
- Contribute to the quarterly program planning and review meetings held by the Technical Team Leads.
- Ability to capacity build the juniors and Community leaders through training to improve performance and efficiency.
- Ability to work under tied pressure to beat a deadlines with excellent reporting skills.
- Strong knowledge and experience in managing either, education project, WASH & Sanitation or public health projects.
- Strong team player.
- Any other additional duties assigned by the supervisor.

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor Degree in a related field, with significant course components in either community development, engineering, social work, communications or health and hygiene, or post-secondary education and training with significant prior experience
- At least three years of experience supporting community-driven projects.
- Experience in designing, contracting and supervising projects, working closely with community members.
- General technical competency with in WASH and engineering projects.
- Experience in building strong relations between community members and donor-funded NGO programs.
- Excellent organizational skills and ability to determine priorities and respect deadlines
- Ability to work in a multicultural context as a flexible and respectful team player
- Fluent in spoken and written English language and at least one South Sudanese language
- Excellent computer skills: MS Word, Excel and email application

Interested candidates should submit their applications and updated CV, by October 30th 2017, either by email to, Hr-cepdsouthsudan@gmail.com. Or through hand deliver address to;

Human Resources Department
Communities Effort for Peace Development,
Located Gudele road between Antipas and Golden
Petroleum station.

Please Note, this position is Open to South Sudanese nationals only, Communities effort for peace and Development is an equal employment opportunity employer and strongly encourages qualified female candidates to apply

