

Approved  
[Signature]



VACANCY ANNOUNCEMENT

**Date of publication:** 21 February 2018

**Deadline for applications:** 7 March 2018

**Position:** Liaison Officer-Yei

**Place of work:** Yei with possible field visits in different parts of the country.

**Weekly hours:** 40

**Schedule:** Monday to Friday from 8:30 am to 5:30 pm including 1 hour lunch break

**Interview and assessment date:** The procedure will follow several steps, written test and interviews and will be concluded ASAP.

**Description:**

Federation Handicap International is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster. We work alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

Federation Handicap International has been working in Republic of South Sudan since 2006 and aims at the improving the living conditions of South Sudanese people through Victim Assistance projects.

**Mission:** under the overall responsibility of the project manager, provide key support to the Project Manager in the implementation of the victim assistance project activities in Yei. He/She will work with partners, counterparts and stakeholders in ensuring project outputs are of the highest quality and that expected results are achieved in a timely and efficient manner.

**Reports to Position:** Project Manager-Victim Assistance Project.

**Roles & Responsibilities**

1. Working proactively with the Project Manager and liaison with partner organizations, and other HI staff to seek to influence state and local Governing bodies and development/Humanitarian actors
2. Develop evidence based advocacy messages and/or materials i.e. presentations, policy briefs etc in consultation with HI and Disabled Peoples Organizations (DPOs)/Self-Help Groups (SHGs)
3. To develop joint advocacy objectives of the DPOs/SHGs
4. Represent Federation Handicap International within relevant steering/Cluster groups, meetings, workshops, conferences and other events in the target areas.
5. Initiate the creation of materials including publicity documents, workshops contents. Coordinating production of these with Advisors/Partners/Administration/logistics teams
6. Work with Partners to support an annual programme of advocacy and sensitization activities, workshops and events including determining dates, sourcing speakers, creating agenda, coordination of workshop materials and event reports
7. Coordinate relevant steering groups and meetings as directed by the Project Manager.
8. Provide basic logistics and administration support to the project team.

including providing timely information to the Logistics/Administration teams functions in order to support the successful delivery of activities

10. Maintain a positive image of Federation Handicap International at all times and in all circumstances
  11. Write monthly, quarterly, annual reports, monitoring and evaluation activity and progress reports of Project activities including monthly reporting to the Project Manager
  12. Responsible for the implementation, monitoring, follow up and reporting on project advocacy activities that include trainings, workshops, facilitation and data collection
- On request support Project Manager in specific tasks

**Skills required:**

- Excellent listening skills, problem solving skills and interpersonal relations skills.
- Ability to communicate clearly and professionally, both in person and in writing.
- Ability to work without direct supervision and initiate activities with regular communication with supervisor.
- Comfortable with public speaking.
- Excellent organizational skills; ability to follow through and work independently.
- Experience with computers, data entry, and internet research.
- Excellent reporting skills

**Knowledge required**

- Qualification in development studies, business and any other related field.
  - Previous experience working with an International NGO.
  - Experience working with persons with disability or knowledge of disability issues
  - Good knowledge of the geographical area of Yei county, knowledge of local culture and languages
  - Good knowledge of the project circle management
  - Good experience in advocacy
  - Ability to clearly communicate with partners and/or stakeholders
  - Ability to plan and deliver appropriate and relevant trainings to beneficiaries and team members
  - Ability to work independently with limited supervision
  - Excellent interpersonal skills – oral and written.
  - Good knowledge of team management
- Clear understanding of monitoring and reporting

**Availability: ASAP**

**Please note that Federation Handicap International particularly welcomes applications from persons with disabilities and female candidates**

**How to apply:** Interested candidates are invited to submit their applications through email or physically to: [Jub.adminofficer@hi-sudan.org](mailto:Jub.adminofficer@hi-sudan.org), and [awaterose@yahoo.com](mailto:awaterose@yahoo.com) no later than March 7, 2018. Please indicate "AC5 PLO" in the subject of the email.

Before the **closing date** indicated above.

Application should consist of a **typed CV and cover letter** explaining why you consider yourself suitable for this position and providing a valid email and telephone contact.

Due to the expected volume of applicants, **only shortlisted** candidates will be contacted.

Application documents, once deposited will **not be returned** to applicants. Applicants are advised **not to include any original documents** in their application. Federation HI will **not be held responsible** for the loss of such documents.

Applications not meeting the minimum qualifications or received after the expiry date of this Vacancy Notice shall **not** be considered. If you have not heard from the employer in two weeks from the closure date of this Vacancy Notice please consider your application as unsuccessful.

HI would like to thank all applicants for their interest.

**Applications can be delivered to our office in juba or yei before 17 30hrs till 7 March 2018 (South Sudanese time), stating clearly address and contact information and position applied for.**

**Deadline for applications on and the position will be fulfilled based on funds availability**

***Handicap International is an equal opportunity employer and particularly welcomes applications from persons with disabilities***

Due to the high volume of applications, HI regrets that it cannot inform recruitment all applicants of their eligibility for employment. HI will inform short listed candidates only. Unsuccessful candidates are encouraged to reapply for future postings. No allowances will be paid for travel during the process.

