

Approved  
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**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.