



South Sudan Program

VACANCY ANNOUNCEMENT:

JOB OPPORTUNITIES: PROJECT OFFICER-DUK LRRP (1Position)

Position Title: Project Officer (1)
Location: Duk, Jonglei State
Required: **Ability to communicate fluently in Dinka Language and Extensive living and working experience in Duk County**

Catholic Relief Services (CRS) is the overseas relief and development agency arm of the United States Conference of Catholic Bishops. It has been operating in Southern Sudan since 1984. CRS-South Sudan Program currently wishes to recruit highly competent, proactive and self-driven person (**South Sudanese Local Staff**) to fill the position of **PROJECT OFFICER** to be based in **Duk, Jonglei State**. The project officer position is part of the USAID/OFDA funded three year Livelihoods Recovery and Resilience Program (LRRP), which aims to build resiliency across the conflict affected communities by addressing low agricultural production, poor market access, and limited access to water and sanitation facilities.

Primary Responsibility

The project officer provides the necessary leadership for planning, coordinating and directing LRRP activities in the specific operation area.

Specific Duties and Responsibilities

- Support the implementation of project activities as outlined in the detailed implementation plan.
- Facilitate, organize and support project activities, including overseeing the work of the Field Extension Agents, Community Animal Health Workers, Health and Hygiene Promoters and Project partners.
- Mobilize and liaison with local actors for inclusion in the project, and maintain external relationships that will be beneficial to the project.
- Plan meetings with the local partners with set agendas and outputs, and monitor their activities in the field, including their compliance and financial monitoring.
- Provide timely reporting to next level management as per strict reporting schedule.
- Advise management about issues affecting project implementation.
- Maintain administration and filing systems for the project, including minutes, mailing, copying, etc.

QUALIFICATIONS:

- Degree/Diploma in a directly related field
- Experience implementing agriculture, livelihoods, fisheries or WASH activities
- Minimum of three to five years of work experience
- Excellent communication skills in English and a local language applicable to the duty station
- Proficiency in computer applications (MS Word, Excel)

Non-refundable application letters and CVs together with the names of three professional referees, should reach the undersigned not later than **Wednesday, 18th May, 2016**. Only short-listed candidates will be contacted.

Disclaimer Clause:

This job description is not an exhaustive list of the skills, effort, duties, and responsibilities associated with the position.

Human Resources Manager (Deng.John@crs.org)

Catholic Relief Services –

South Sudan program, Bor Office (or drop at the CRS-Duk Office)

OR

Senior Human Resource Officer (Peter.Awan@crs.org)

Catholic Relief Services- Jonglei State

Bor Office.

CRS South Sudan Program is an equal-opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.

Approved by labour officer

[Signature]
06/05/2016