



# Integrated Development Organization (IDO)

Juba, South Sudan | [www.idosouthsudan.org](http://www.idosouthsudan.org) | [info@idosouthsudan.org](mailto:info@idosouthsudan.org) | +211 922222906

## JOB VACANCY ANNOUNCEMENT No-VA/IDO/030/2017

**The Integrated Development Organization (IDO) is seeking a qualified person for the position of Project Officer**

IDO is a national NGO working to promote just and peaceful societies in South Sudan by empowering and working with grassroots communities, vulnerable populations, and excluded societies or groups estranged and uprooted by conflicts. The key objective is for societies and groups to build resilience, to develop and to lead their post-conflict societies. For more information, please visit IDO's website at [www.idosouthsudan.org](http://www.idosouthsudan.org) we wish to recruit interested and qualified applicants (South Sudanese national only) for the following position:

### JOB DESCRIPTION FOR PROJECT OFFICER

Job title:	Project Officer (PO) - I Position
Department:	Programme
Directly responsible to:	Programme Coordinator (PC)
Hours:	40 hours per week
Duty station	IDO office, Juba with frequent travel to fields site if required
Contract duration	6 Months contract
Grade level	Grade C (step I)
Post number	VA/IDO/030/2017
Opening date	Friday 21/04/2017
Closing date	Thursday 27/04/2017
Starting date	ASAP

### SUMMARY OF POSITION

The Program Officer will support the implementation of Peace building, Advocacy & Governance (PAG) activities. S/he will work with the Project Team and other implementing partners in the field to follow-up and take action on relevant material in a timely and effective manner. The incumbent will also be expected to undertake consistent follow up with key partners ensuring timely reporting on project implementation by staff under his/her supervision and partners.

### ESSENTIAL FUNCTIONS

#### 1) Key areas of responsibility:

- Strategic and Programme development
- Programme implementation
- Funding and financial management
- Communications, policy engagement and advocacy

#### 2) Strategic and Programme development:

- Lead in the development of strategic capacity building plan to address challenges identified during scoping



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surveys with implementing partners in Juba, Yei and Yirol East Counties.

- To support and strengthen the capacity of local community based committees, chiefs and local authority to promote peace, governance and security in IDO's operational areas with particular reference to community peacebuilding, governance, security & justice issues and conflict prevention.
- To develop a model for participatory peacebuilding, advocacy and governance approaches
- Lead the development of a coherent, innovative and context-relevant PAG Unit strategy and engagement portfolio with regular analysis of political and security developments.
- Develop and enhance partnerships between policy decision makers, donors and civil society actors active in the field of PAG in South Sudan.
- Contribute to the integration of cross-cutting themes (such as conflict sensitivity, community based policing, human rights and gender sensitivity) and functions (such as communications and capacity building) across the organization.
- Document and disseminate methodologies and results that can inform the wider IDO community (such as evaluation documents, project briefings, consultant reports, workshop reports, etc.)

### 3) Programme implementation;

- Oversee all PAG projects/activities and components to ensure the effective and efficient delivery and implementation of activities are in line with IDO's and donors' standards for program quality control and assurance.
- Ensure all IDO 's PAG project/activities integrate conflict and gender sensitivity into project management cycles and new PAG interventions are premised on evidence and solid analysis and monitored accordingly.
- To build relationships and partnerships with key government agencies/institutions and identify areas of support for policy- planning and decision-making to address peacebuilding, community advocacy & governance issues.
- Provide technical advice and assist in the design of training, strategic planning and other activities to build understanding of and to operationalize peace-building, conflict prevention, community advocacy and governance concepts.
- To strengthen the capacity of local implementing partners, community based structures such as chiefs and local authorities to enable an articulate contribution to the development of peacebuilding strategies, advocacy governance policies at local, state and national level.
- To engaged and participate in donor partnerships with and between IDO, civil society and other non-state actors active in the field of peace-building, advocacy and governance at the operational level in the States.

### 4) Communications, Policy Engagement and Advocacy;

- Participate actively in contributing to documentation of 'success stories' and other anecdotal information to demonstrate results/impact of initiatives undertaken by IDO staff and partners and enhance the overall quality of performance reports to all constituents
- To monitor debates on peacebuilding, advocacy& governance sector development and related issues in South Sudan with a specific focus on conflicts ravaged States in order to identify the best opportunities for IDO to provide input into the policy debate.
- To contribute to research and writing of reports and briefings on relevant peacebuilding, advocacy and justice sector development issues in South Sudan.



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- To represent IDO at meetings, conferences and seminars related to the peace building, advocacy and governance unit.
- Develop strong networks with international (INGO, UN, Donors) and national actors (Government, Think Tanks, Civil Society) around key peace building and governance issues central to the IDO's PAG program. This includes developing mutually beneficial partnerships to support joint messaging and influencing strategies with international and national actors.
- Contribute strategically in relevant, existing PAG forums that contribute to the dialogue and can influence policy.

## 5) Funding and Financial management;

- To assist in producing funding proposals, donor reports, and monitoring and evaluation frameworks for funders of IDO especially in the PAG program.
- Proactively seek new project development in the area of peace, advocacy and governance, including cultivating relationships with donors, proposal writing, etc.
- To prepare estimates for budgeted activities and funding proposals and coordinate monitoring of project expenditure in liaison with the Chief Executive Officer, Programme Coordinator, Operation and Finance team.
- To provide monthly, quarterly and annual program reports.
- Oversee the development and review of PAG Program annual budget and project budgets, oversight of financial expenditures and reports.

## 6) Special Skills/Knowledge/Abilities

### a) Technical/Functional Skills:

- Communication/Result focus
- Interpersonal and Teamwork
- Planning and Organization
- Building effective relationship
- Knowledge sharing and continuous improvement
- Training Ability
- Facilitation skills
- Online Communications (including website and social media applications)

### b) Experience & Knowledge:

- Three years plus administration or project management particularly in the field positions is desirable.
- Extent and relevance of experience in Programme/project formulation, analysis, implementation and monitoring.
- Ability to develop plans for the implementation and coordination of project operations in Juba and fields
- Understanding of peace/advocacy methodologies and content
- Familiarity with the NGOs Code of Conduct



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## c) Core Skills:

- Thorough familiarity with word processing, spreadsheet, and project scheduling computer applications
- Ability to work effectively as a team member and independently,
- Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines
- Demonstrated experience in budget and financial management
- Excellent written and verbal communication skills
- Excellent critical and creative thinking and analytical skills

## d) Minimum Requirements:

- Degree in Project Management, Development studies, Peace and Conflict Studies or Institutional Development
- Experience in program administration, operating procedures, oversight and monitoring
- Ability to work with database applications
- Knowledge of project funding procedures and guidelines.
- Experience in USAID supported grants

## e) Additional Information:

- All candidates should possess computer/word processing skills
- Your application will be screened based on information provided in recruitment online profile (see "Application Form"). We strongly recommend that the information is accurate and complete including employment record, academic qualifications' and the cover letter.

## How to apply:

Applications received after this date will not be considered. Only qualified candidates should apply, and only those who have been short listed will be contacted for an interview.

Applications should be addressed to IDO Human Resource Officer by email: [recruitments@idosouthsudan.org](mailto:recruitments@idosouthsudan.org) quoting the vacancy number not later than April 27, 2017 @ 5.30 PM. If this is not possible by e-mail, please hand-deliver or send your application in an envelope sealed to the address below before the closing date.

To: Security guards  
IDO's main office at Munuki bock C, Off Suk Libya market along Mia Saba (107) Road

**Qualified female applicants are particularly encouraged to apply!**

**Integrated Development Organization** provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.