



CARE INTERNATIONAL SOUTH SUDAN

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Approved  
ML P. H. D  
Logistics  
15/4/2016  
MINISTRY OF LABOUR, PUBLIC SERVICE & RESOURCE DEVELOPMENT

**PROJECT ASSISTANT— JOB REF: SUD/EX/0198**

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

CARE South Sudan is looking for suitable candidate to fill the position of Project Assistant-Agribusiness, to be based in **Torit – EE State (1 Positions)**.

**JOB SUMMARY**

This position will deputize the Project Officer Agribusiness and shall contribute 100% to project delivery of the project outputs. The Project Assistant will support / contribute to technical implementation of key project activities related to improving food and livelihood most especially mobilization, training , monitoring and supervision of Village Savings and Loan Associations , and as well support implementation of other activities that include: agro processing / value addition branding and marketing, post harvest storage facility construction, market linkage development and information dissemination, financial literacy skills development. The position will also aim at mobilizing and training farmer producer groups from existing Farmer Field Schools guide them through the Village Savings and Loans methodology and support facilitate private sector linkages as well ensuring equitable participation in economic empowerment for women and men.

Reporting to the Project Officer, and supervising VS&L groups/ farmer producer groups at field level, the Project Assistant is expected to support coordination of all project activities within the project areas of operation in coordination with other CARE project staff, and collaborate closely and maintain a strong working relationship with the rest of the Torit Sub Office staff, relevant programme partners, and relevant government departments.

**SCOPE OF THE JOB**

**R1: Contribute to field implementation of key project components i.e Group / Village savings and loans agro processing and value addition, construction of storage facilities at household and community level, associations, market linkages.**

- Support analysis of the general economic conditions that may affect operations of the program especially those related to maize and sesame value chains, private sector market players and access to markets.
- Support development and generation of training materials and guidelines for the key thematic areas of the project.
- Support the Project officer in facilitating stakeholder capacity building/ training workshops in order to enable participative planning and provide input into planning processes

**R2: Contribute to capacity building of households and relevant local authority departments on Village Savings and Loans Associations, agro processing and value addition, construction of storage facilities at household and community level, , market linkages according to international standards.**

- Contribute to technical implementation of the key project components i.e Village Savings and Loans Associations, agro processing and value addition, construction of storage facilities at household and community level, market linkages as well as ensuring systematic transformation of existing 47 Farmer Field schools (FFS) under FEED project into Producer groups,
- Contribute to and support farmer exchange visits at county, inter-Payam and Boma levels to facilitate learning and exchange of knowledge and skills.
- Lead and spearhead producer groups training on Village Savings and Loans Association and financial literacy to ensure access to financial services for targeted project beneficiaries
- Spearhead the market linkages process and information collection and timely dissemination to farmers
- Prepare and submit for approval procurement requests for all key project goods and assets in line with project procurement plan, following CARE's procurement policy and project budget requirements.

**R3: Participate in the development and implementation of an effective M & E system to track/ capture project activities and indicators at all levels.**

- Contributing to the development of indicators and performance targets for measuring progress/ implementation of enterprise development activities.
- Participating and contributing to the development of tools and data tracking systems in the field of enterprise development
- Participate in technical reviews of partners for quality assurance according to the agreed Program Quality & Learning schedule;
- Support generation of progress reports (by providing timely and accurate data / information) for CARE donor reporting responsibilities in a timely manner.

- Contribute to maintaining excellent working relationship between implementing and non-implementing partners based on effective and timely communication. This might include liaising with the State and County level Entrepreneurs; Private Sector players; County States Cooperative officials, government department, INGOs and NGOs with similar activities
- Work closely with all CARE staff to ensure synergies in project activities implementation;

#### **Required Qualifications and Experience**

- Diploma or Certificate in Agriculture Economics, Food processing and marketing, and Business Administration
- 1- 2 year of experience in development programs, preferably working in food security & livelihoods, and with experience with distributions, food vouchers and Cash For work
- Experience in field work and community mobilization
- Experience in conducting training and sensitization sessions for communities and beneficiaries
- Experience in conducting market and value chain assessment and promoting value chains
- Knowledge of private sector linkages with farmer producer groups / cooperative linkage on aspects of transportation, pricing and marketing.
- Experience in construction of household and community based produce storage facilities
- Experience of training farmer groups on business skills
- Experience of market information collection and dissemination to farmer groups
- Demonstrated strong coordination, planning, communication, interpersonal skills.
- Demonstrated project planning , monitoring and evaluation skills
- Ability to meet deadlines/ work under pressure, write, submit reports
- Demonstrated ability of gender mainstreaming and advocacy in past work experience

#### **HOW TO APPLY**

The positions will be based in Torit, EE-State This position is ONLY open to South Sudanese Nationals.

Closing date for receiving application will be **2<sup>nd</sup> May 2016**

Applications and CVs should be sent by **Email** to **ssdhrjuba@care.org** or Hand delivery to:

**CARE South Sudan Office,  
Tongping Area, Off US Residential Road  
Juba, South Sudan  
OR  
CARE Torit Office**

*CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.*