**(VACANCY ANNOUNCEMENT)**



|  |
| --- |
| SCOPE OF WORK |
| **Job title:** | Civic Engagement Centre Officer-Civil Society |
| **Location:** | **Yambio** |
| **Reports to:** | **National Civic Engagement Center Coordinator** |

**Democracy International (DI)** seeks to hire a full time Civic Engagement Center Officer for its USAID supported program in South Sudan, *Systems to Uphold the Credibility and Constitutionality of Elections in South Sudan (SUCCESS)*. Through SUCCESS, DI and its consortium partners are working to promote multi-party pluralism and democratic governance through strong, effective, issue and policy driven parties and civil society actors within a democratic and inclusive political setting.

The Yambio Civic Engagement Center Officer is a full-time staff member who will report directly to the National Civic Engagement Center Coordinator based in Juba. The CECO will be responsible for coordinating activities in Yambio Civic Engagement Center for Civil Society. **Please note that proof of South Sudanese citizenship/nationality is required.**

**Key Responsibilities**

• Be knowledgeable of current events that pertain to civic and political affairs on the national, state and local levels.

• Manage day-to-day running of the activities at the Yambio Civic Engagement Center.

• Implement and reviews the center management policies with regard to asset usage, risk mitigation etc.

• In coordination with the SUCCESS operations team, ensures that the center is equipped with the required equipment, supplies, reading materials and other items, as needed.

• In liaison with partners, develops a sustainability plan for the transition of the center from

SUCCESS to local partners.

• Plans exchange activities to strengthen cooperation among civil society groups.

• Network with local and international non-governmental organizations, implementing CSO

Support activities in Juba, and develops strategies for collaboration.

• Actively participate in civil society networks, clusters, and other for relevant to active citizen participation and promotes the use of the center to various partners.

**Managing Reporting**

• Submits weekly, periodic reports with disaggregated data analysis on the functioning and usage of the Center.

**Other responsibilities**

• Liaise with the SUCCESS Finance Team to reconcile advances and other financial documents;

• Participate in SUCCESS activities, workshops, and events with other SUCCESS teams, as needed.

**Qualifications**

• Minimum Bachelor of Arts Degree in Social Sciences, or relevant field;

• At least 2 years of professional experience in development, including at least two years of experience working with civil society;

• Experience in logistics and familiar with operations, preferably for USAID-funded programs;

• Knowledge of logistics and operations, preferably with experience of USAID-funded programs;

• Must be fluent in both spoken and written English

• Computer Competency – MS Office applications

Interested candidates should submit their CV, along with contact information (job title, email address and telephone number) for three professional supervisory references to: **di.ssudanjobs@gmail.com** .

**Please submit complete application by August 11, 2017 at 3 pm. The position is expected to begin as soon as a qualified candidate is identified.**