



Approved  
 For Director of Labour & Industrial Relations  
 PROJECT ASSISTANT SOUTH SUDAN 2/10/2016

<p><b>Organisation &amp; programme information</b></p>	<p>Caritas Switzerland (Caritas) is a non-governmental aid agency and a member of Caritas Internationalis. Caritas works worldwide and adheres to international humanitarian principles (NGO code of conduct). Caritas encourages people to take charge of their own fate and does this by promoting local initiatives that sustainably improve the living conditions of the socially disadvantaged, advocating the conservation of natural resources, supporting civil conflict resolution and peace building, cooperating with local partners and strengthening their own commitments.</p> <p>Caritas Switzerland works in Eastern Africa and the Horn of Africa with a focus on education, strengthening of civil society, food security and water, hygiene and sanitation. We operate an office in Nairobi; have Country Offices in Somaliland (Hargeisa) and South Sudan (Torit) and a Representative in Ethiopia (Addis Ababa).</p> <p>In South Sudan, Caritas Switzerland implements comprehensive recovery projects to provide basic services that aim at increasing access to quality education, improve food security as well as improving access to, and use of safe water by the beneficiaries. Among others Caritas Switzerland builds water catchments and has a strong focus on sanitation and hygiene education and as well as teacher training, strengthening of Parents/teachers associations and water management institutions. Caritas Switzerland is currently seeking a <b>Project Assistant</b> for its south sudan programme.</p>
<p><b>Position</b></p>	<p>Project Assistant</p>
<p><b>Reporting to</b></p>	<p>Head of Food Security Department</p>
<p><b>Workplace</b></p>	<p>Torit, Eastern Equatoria with frequent travel within Eastern Equatoria</p>
<p><b>Starting date</b></p>	<p>Asap</p>
<p><b>Duration</b></p>	<p>Initial up to 6 months, extendable</p>
<p><b>Key tasks &amp; responsibilities</b></p>	<p><b>MAIN DUTIES &amp; RESPONSIBILITIES</b>  <b>Project Planning.</b></p> <ul style="list-style-type: none"> <li>• Contribute to the planning and development, of medium and long term food security projects in Eastern Equatoria.</li> <li>• Lead in data collection, analysis, and presentation while coordinating with the Programme Manager and other stakeholders/partners on the implementation of project activities.</li> <li>• Training farmers on Good agricultural practices, Ox-Ploughing and livestock husbandry</li> <li>• Follow up workshops, monitor their outcomes/impact and provide additional training where necessary.</li> <li>• Ensure the mainstreaming of HIV/AIDs and Gender equality within the Food Security/ Livelihoods and Emergency Response</li> <li>• Prepare project work plans with ability to meet tight deadlines</li> <li>• Prepare and submit timely project progress reports</li> </ul> <p><b>Liaison with Local Community, Partners and Government</b></p> <ul style="list-style-type: none"> <li>• Build good working relations with the communities, local authorities/ government counterparts and other relevant stakeholders to ensure a coordinated and appropriate approaches to project planning and implementation.</li> <li>• Work closely with partners in ensuring project objectives are met.</li> <li>• Work closely with the State Ministries responsible for Agriculture, animal resources, rural development and cooperatives in Eastern Equatorial, South Sudan.</li> </ul> <p><b>Monitoring and Evaluation, Data Analysis and Information Management</b></p> <ul style="list-style-type: none"> <li>• Plan, develop and implement monthly/quarterly/annual programme monitoring plans</li> </ul>

	<ul style="list-style-type: none"> <li>• Participate in the monthly/quarterly programme review and meetings with the project partner staff, and State departments relevant to the Food Security Projects.</li> <li>• Monitor and report on project activities, output and outcome/impact of all food security interventions.</li> <li>• Lead in project data collection, verification, analysis and prepare project performance reports in regard to outputs/outcomes/impact, periodically and as required.</li> <li>• Maintain records of all programme beneficiaries and activities supported, and keep tract of progress and outcomes/impact of the project services.</li> <li>• Maintain records of all relevant resources and reports related to field project activities.</li> </ul>
<p><b>Essential requirements &amp; qualifications</b></p>	<ul style="list-style-type: none"> <li>• University degree or diploma in Agriculture.</li> <li>• At least 5 years work experience in a non-governmental, not-for-profit organization in the field of livelihood/ food security in South Sudan.</li> <li>• Experience in implementing FAO/WFP projects.</li> <li>• Ability to write proposal/concept notes.</li> <li>• Ability to write periodic reports.</li> <li>• Experience in staff supervision and financial reporting.</li> <li>• Hands-on experience in farmer trainings, farmer field schools.</li> <li>• Ability to work under pressure, independently with limited supervision;</li> <li>• Good oral and written communication skills;</li> <li>• Willingness to travel in the field in remote areas</li> <li>• High levels of integrity, tolerance, patience, cross-cultural adaptability and sensitivity; and</li> <li>• Proficiency in computer for using MS-Office and good knowledge of coordination and report writing.</li> <li>• Good understanding of local languages in Eastern Equatoria</li> </ul>
<p><b>Application</b></p>	<p>If you strictly meet the above minimum requirements, please let us know how your qualifications, experience and career ambitions match the requirements of this position. Send your application latest by <b>29<sup>th</sup> April 2016</b> to <a href="mailto:southsudan@caritas.ch">southsudan@caritas.ch</a> and copy <a href="mailto:wbakata@caritas.ch">wbakata@caritas.ch</a> indicating <b>‘Project Assistant’</b> in the subject line.</p> <p>Please provide a Curriculum Vitae (CV) that contains details of your qualifications, experience, present position, current remuneration, earliest date of availability and names telephone and e-mail contacts of three referees, including your previous and current direct supervisors. This position is open to South Sudanese only and female candidates are strongly encouraged to apply.</p> <p><b>Only shortlisted candidates will be contacted</b></p>
<p><b>Website</b></p>	<p><a href="http://www.caritas.ch">www.caritas.ch</a></p>

## Organisation & programme information

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In South Sudan, Caritas Switzerland implements comprehensive recovery projects to provide basic services that aim at increasing access to quality education, improve food security as well as improving access to, and use of safe water by the beneficiaries. Among others Caritas Switzerland builds water catchments and has a strong focus on sanitation and hygiene education and as well as teacher training, strengthening of Parents/teachers associations and water management institutions. Caritas Switzerland is currently seeking a **Project Assistant** for its south sudan programme.

**Position** Field Monitors (3) for Kapoeta East, Kapoeta North and Ikotos

**Reporting to** Project Assistant

**Workplace** Kapoeta East, Kapoeta North & Ikotos

**Starting date** Asap

**Duration** 3 months, **Fixed**

## Key tasks & responsibilities

- MAIN DUTIES & RESPONSIBILITIES**
- Coordinate project activities in the designated countries.
  - Lead Community mobilizers in the mobilization of the communities.
  - Identify and register Households as per set criteria
  - Lead the distribution of livelihood kits in the assigned county.
  - Work closely with Payam and County government departments
  - Prepare and submit timely field project progress reports.
  - Work closely with partners in ensuring project objectives are met.
  - Work closely with the State Ministries responsible for Agriculture, animal resources, rural development and cooperatives in Eastern Equatorial, South Sudan.
  - Follow up visits to the registered HHs to ensure they planted seeds given.
  - Participate on Post Distribution Monitoring
  - Maintain records of all programme beneficiaries and activities supported, and keep tract of progress and outcomes/impact of the project services.
  - Maintain records of all relevant resources and reports related to field project activities.

## Essential requirements & qualifications

- Certificate in Agriculture or Secondary school level of education.
- At least 5 years work experience in a non-governmental, not-for-profit organization in the field of livelihood/ food security in Kapoeta East, Kapoeta North or Ikotos in South Sudan.
- Experience in implementing FAO/WFP projects.

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	<ul style="list-style-type: none"> <li>• Knowledge of the project area particularly the Payams</li> <li>• Experience in community mobilization.</li> <li>• Ability to work under pressure, independently with limited supervision;</li> <li>• Good oral and written communication skills;</li> <li>• Willingness to travel in the field in remote areas where transport is limited</li> <li>• High levels of integrity, tolerance, patience, cross-cultural adaptability and sensitivity; and</li> <li>• Proficiency in computer for using MS-Office and good knowledge of coordination and report writing.</li> <li>• Good understanding of local languages in Kapoeta East, Kapoeta North and Ikotos and <u>English language is a must.</u></li> </ul>
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