

SUCCESS

Systems to Uphold the Credibility
and Constitutionality of Elections
in South Sudan



**Democracy
International**

50-17-3
Approved
LABOUR, PUBLIC SERVICE
05 JUN 2017
DEMOCRACY INTERNATIONAL

JOB ADVERTISEMENT

Job title:	Civic Engagement Center Assistant - Civil Society
Location:	Torit
Reports to:	Civic Engagement Center Officer

Democracy International (DI) seeks to hire 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 Civic Engagement Center Assistant is a full-time staff member who will report directly to the Civic Engagement Center Officers in the respective duty stations. The Civic Engagement Center Assistants will be responsible for coordinating activities in the Civic Engagement Center for Civil Society groups. Please note that proof of South Sudanese citizenship/nationality is required.

Key Responsibilities

- Ensure that all the Civic Engagement Center users are registered on a daily basis and that all users are apportioned computer and internet use in a fair and equitable manner.
- Ensure that the center is user-friendly and accessible, including assisting users to identify materials.
- Track all activities that are run at the center and provide regular documentations on each with reporting on a monthly basis.
- Promote the services of the center through activities such as displaying new materials in the center, at meetings and workshops as well as encourage and promote the use of information.
- Produce regular statistical reports on the functioning and the use of the center.
- Provide regular updates, monitor and analyze media coverage on program-related topics and development.
- Maintain program databases and contact lists.
- In collaboration with the Civic Engagement Center Officer, provide organizational management of training events in cooperation with Juba based team to include:
 - Contact with participants;
 - Hospitality support for attendees, external trainers, and consultants;
 - Create program activity budgets and completion of pre-event checklists to ensure all proper planning occurs prior to the event;
 - Management and record-keeping of invitations, participant registration forms and program files;
 - Arrangement of travel and logistics for the team's and participant travel;
 - Ensuring appropriate translation and communication needs (microphones, speakers, overhead projects, etc.) are prepared in advance;
 - Keep track of program events in the field and updates the calendar of activities;
 - Compiles briefing materials and assists in preparing and supporting field registration coordinators in the field.
- Support to other activities to include:
 - Front-line support and assistance to participants and program recipients;
 - Administrative support to the participants including managing their access to necessary project resources.

Managing Reporting:

- Submit weekly, periodic reports with disaggregated data analysis on the functioning and usage of the Civic Engagement 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.

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Qualification

- Minimum Diploma in Social Sciences, or relevant field;
- Past experience in event management and the organization of public or large training events, desired;
- Minimum of 1-2 years experience in an administrative support position.
- Must be fluent in both spoken and written English
- Computer Competency in Ms Office (Ms Word, Ms Excel etc) and internet

Interested candidates should submit their applications clearly indicating the title of the position and the duty station they are applying for and updated CV which should contain their e-mail address and telephone contact along with three professional supervisory references. Applications should be submitted by the closing date June 23, 2017 by email to DI.SSudanjobs@gmail.com or hard copy delivery to the Applications Box at Democracy International, AFEX Riverside Camp, Hai Malakal, Juba, South Sudan.

Please Note: This position is open to South Sudanese Nationals Only. DI is an equal employment opportunity employer and strongly encourages qualified female candidates to apply. Only short-listed candidates will be contacted.

