



VACANCY ANNOUNCEMENT

Position:	Project Assistant
Department:	Programme
Supervisor:	TVET Project Manager
Location:	Juba (with possible travel to Yei and Lainya)
Working Schedule:	According ACROSS SC Schedule
Deadline for submission:	By 7 th March, 2018
Nature of Contract:	Fixed Contract

OBJECTIVES/PURPOSE OF POSITION:

- ◆ Perform Programme support functions, monitoring, reporting, and administrative services of moderate scope with a leeway to exercise independent judgment over project activities.

DESCRIPTION

- ◆ Provide a high level of coordination and support to the TVET project “Strengthening civil society and enhancing technical and vocational education and training (TVET) for youth employment” in South Sudan former Central & Western Equatoria State (Juba, Kajokeji, Lainya, Yei). Assisting with project activities/event planning and implementation; managing the administration of and coordinating development and dissemination of reports, records, travel and staff/consultants movements and facilitation of activities relating to TVET Project; designing and developing databases to support TVET project activities.

RESPONSIBILITIES

Reporting to TVET Project Manager

STAFF RESPONSIBILITIES: None

JOB FUNCTIONS:

1. Support the Coordinator in the preparation of the Project’s work plans and budget, monitoring and ensuring the quality and timeliness of technical assistance to and reporting on implementation of work plans.
2. Liaise directly with relevant TVET centers for effective training service delivery for the TVET students.
3. Assists in planning and scheduling international, national and Across technical support services as per the agreed work plan and; in reviewing progress made towards the work plan proposed as well as the stated objectives and results on a quarterly basis.
4. Assist the project manager in review and monitoring project activities for inputs, control plans and progress reports, financial and budgetary expenditures and commitments to ensure consistency with the approved plans.
5. Identify inconsistencies and problems, propose appropriate solutions in accordance with established operational guidelines and report to the supervisor for determination
6. Collect, register and maintain information on activities from records and reports, select and enter data from various sources, prepare periodic and ad-hoc reports.
7. Maintain records and consolidate technical data for the preparation of documents for the implementation, monitoring and evaluation of the project.
8. Organize and prepare summary data for corporate systems, project databases and other external resources for the consolidation of reports and documents to be submitted to donors and other organizations.

9. Ensure appropriate recording and administrative processing of requests/ inputs received by and from Government authorities, donors or other consortium partner organizations.
10. Maintain a supply and assets registry as office equipment, vehicles, communication gadget, and fixtures in project location and prepare reports on monthly basis.
11. Arrange meetings on weekly and monthly basis on project matters participate in the preparation of new or revised procedures and practices on project related fields and prepare correspondences as required.
12. Liaise with the location Administrators on all official project staff/consultant and visitors travel and accommodation arrangements and assist in office reception responsibilities.
13. Maintain excellent relations and communications with ACROSS staff, partners and government (State and National).
14. May be required to carry out specific administrative operations and other related duties by management.

QUALIFICATIONS

- ◆ Bachelor's degree/ Diploma in a relevant area such as Business Administration and Management, and communication. Technical Vocational Education Training skills are an added advantage.

EXPERIENCE REQUIRED

- ◆ Two years of progressive responsible project or administrative experience, of which at least one year closely related to support of project activities.
- ◆ Experience in logistics and planning operational activities.

PERSONAL SKILLS/ATTRIBUTES REQUIRED

- ◆ You must be a born again, committed Christian
- ◆ Strong negotiation skills with capacity to act with tact and diplomacy.
 - ◆ Proven ability to communicate effectively in different cultural/social environments.
 - ◆ Ability to collaborate/communicate with all relevant stake-holders involved in TVET work
 - ◆ Demonstrated organization and managerial skills.
 - ◆ Very high degree of flexibility.
 - ◆ Valid Driving license and relevant driving experience
 - ◆ Excellent in MS applications, Power point, Excel, e-mail & internet

LANGUAGE REQUIREMENTS:

Excellent written and spoken English, Knowledge of local south Sudanese and Juba Arabic Arabic is an added advantage

HOURS OF WORK:

8.30 am to 5.30 pm Monday to Friday

If you believe you meet the above qualifications, please send us **ONLY** your copies of CV, Cover Letter and a written Christian Testimony to ACROSS head office near UNHCR off Ministries or by email to hrmanager@across-ssd.org , acrossinfo@across-ssd.org and copy projectspecialist@across-ssd.org not later than 7th March 2018

- **Applications without written Christian Testimony will not be considered**
- Female candidates are encouraged to apply
- Only shortlisted candidates will be contacted
- This Vacancy is open to South Sudanese ONLY
- New Nationality ID is a MUST
- Applications once received are NOT Returnable
- Must be a Born-Again Christian (Committed Christian)
- Do not attached copies of your Certificate