



Approved  
Jha  
12/09/2017  
1 SEP 2017  
World Vision

**Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so  
Building Brighter Futures for Vulnerable Children  
It takes a Nation to protect a future Generation**

### **JOB OPPORTUNITIES**

World Vision is a Christian relief, development and advocacy organisation dedicated to working with children, families and communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is prepositioning for a potential Short-term Emergency Response Project (STERP) project/grant funded by Africa Development Bank (AFDB) and is now seeking for qualified and dynamic proposal key personnel (**Man or Woman**) to submit their applications for potential employment in the following positions. **Please note that appointment is contingent upon project/grant award.**

**Job Title:** WASH Officer (03 Positions)  
**Reporting to:** Project Coordinator  
**Location:** Renk Town (01), Wau (01) and Kuajok (01)  
**Availability:** Contingent upon project award

#### **Purpose of the position:**

The WASH Officer will be responsible for supporting the overall management for the AFDB funded Short-term Emergency Response Project (STERP) project, which focuses to provide purchases of project supplies to the most vulnerable populations in South Sudan. The candidate will also be supervising the project operations in various field locations in South Sudan making sure that the project follows the agreed project framework, work plan and budget.

#### **Major Responsibilities:**

##### **Assessment**

- Conduct periodic assessment and context analysis of field realities and operational environment and incorporate assessment reports to the SEAP Coordinator. ;
- Provide assessment data to WASH Specialist necessary for project re-design in accordance with WW Sudan's strategic directions
- Liaison and network with all stakeholders on assessment of and design of projects with the view to advocate for maximum stakeholder participation and support to the projects.
- Solicit innovative ideas of implementing sustainable and appropriate safe water and sanitation solutions. Discuss the community and local authorities and making recommendations on innovative ways that beneficiary communities should adopt for improved management and sustainability of community water supplies.

##### **2. Implementation and Monitoring**

- Coordinate community mobilization and sensitization of WASH activities.
- Assist in formation of water committees for specific water supplies/points to be developed
- Assist to coordinate and supervise masonry and concrete construction works at Community Filters, Household Bio Sand Filter (BSF), Institutional latrines and public latrines
- Prepare project documentation including bills of quantities, and implementation work plans for planned activities, with a view attaining project activities with the project implementation time.



- Facilitate in capacity building and training of the water management committees, County Water Department, Community leaders, hygiene promoters and beneficiaries of Water Hygiene and Sanitation projects, with the view to promote participation and ownership of project activities by concerned staff and stakeholders.
- Prepare procurement plans and requisitions for required materials to be procured for attention of your immediate supervisor.
- Follow up, inspect and ensure project material are delivered measure to specified deliveries at field level in timely way, and make follow with you supervisor those not delivered as per requisition.
- Provide technical supervision for water supply scheme construction such as river intake works, treatment plant, water tanks installation, water pipeline installation, power generation installation etc.
- Preparation of end of month narrative progress reports for activities undertaken and availing same to your supervisors within the agreed deadline.

### **3. Evaluation**

- Actively participate in by involving stake holders and partners in evaluation of past project and document Impact, Sustainability and best practices for WASH projects in the area for learning and sharing with your supervisors, for future replication.

### **Qualifications: Education/Knowledge/Technical Skills and Experience**

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- Minimum Degree in Civil Engineering or Water Resources Engineering or Building Construction
- Minimum 4 years' experience in Water and/or Sanitation Project implementation, 2 of which must be with an NGO or International Agency.
- Experience supervising construction teams/ contractors in water supply and sanitation construction works.
- Excellent oral and written communication skills in English. Oral and written Arabic will be added advantage.
- Experience and skills in community mobilization.
- Having demonstrated organizational, interpersonal and communication skills;
- organized, efficient, and able to meet deadlines
- Must have skills in community total lead sanitation (CLTS) and Participatory Hygiene and Sanitation Tools Methodology (PHAST).
- Experience in organizing and conducting evaluation of community projects will be advantage
- Skills in project management, including managing resources, and financial and budget planning
- Proficiency in using computer software e. g MS Windows, MS office programs and internet.
- Strong coordination and networking skills.
- Ability to work under pressure in unstable security and remote environment is an asset.

### **HOW TO APPLY**

***Interested candidates (South Sudanese Nationals) who meet the above criteria should submit their applications which shall include a cover letter, together with an updated CV with at least three referees with their telephone and email contacts. Address your application to: The Human Resource Manager, World Vision South Sudan.***

Applications should be submitted by email to this email address: [recruitsdno@wvi.org](mailto:recruitsdno@wvi.org)

***(Please indicate in the subject line the position you are applying for)***

***Qualified female candidates are particularly encouraged to apply.***



**Closing date for receiving applications is: ~~20<sup>th</sup>~~<sup>26<sup>th</sup></sup> September, 2017**

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.





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**Job Title:** Assistant Commodity Tracking System Officer – CTS (7 Positions)  
**Reporting to:** FAIRO  
**Location:** (01) Wau, (01) Aweil, (02) Renk, (01) TN/GE, (01) Kuajok and (01) Twic  
**Availability:** Contingent upon project award

#### **Purpose of the position:**

To maintain accurate commodity accounting records of all food commodities movement including receipts, loans, inter warehouse transfers, dispatches, distributions and losses.

Manage all the tracking procedures in the commodity department to ensure all food transactions are accounted for in compliance with support office and major donor requirements (USAID, ECHO, WFP, CIDA, etc).

Ensure the commodity accounting procedures in WVSS are in compliance with the WV partnership / FPMG commodities accounting manual.

#### **Major Responsibilities:**

- Review all Commodity Reports from all the project sites, including warehouses, camps and distribution centers.
- Ensure that the Field Commodity Reports are accurate and reliable for completion of the monthly global Commodity Status Reports; including the main CSR, LSR and RSR.
- Collect, compile and analyze all the receipts and dispatch summary reports, truck inspection reports, loss reports, physical inventory, warehouse inspection report and distribution center visit reports.
- Maintain a clear and complete paper trail for all the commodity transactions from WFP and/or from the warehouses, secondary warehouses, IDP camps then to distribution centers and finally to end users / beneficiaries.
- Maintain a clear accounting and documentation process for **each shipment** and maintain the shipment files.
- Responsible for data integrity. Prepare accurate and reliable statistical analysis as required by the management.



- Responsible to update and maintain data and produce reports using the WV CTS system. Must be able to fully utilize a computerized system to develop different data bases as required by the manager.
- Responsible to maintain core commodity records and files including shipment files, shipment register, loss claims file and loss claims register.
- Keep track of WFP commodities handled by WV on monthly basis. Work with commodities manager to prepare invoices and Commodity Summary Statement to be submitted to WFP. Keep records of cumulative value of commodities handled by WV monthly.
- Responsible to verify physical inventory for all the warehouses to ensure that the commodity book balances match the actual stock in the warehouses and demand explanation for any variances.
- Plan for spot checks in all warehouses to review the physical inventory, stacking, ledger books and stack cards.
- Work with the Commodity Officer to supervise and provide training for all other commodity staff especially Commodity Accountants and warehouse supervisors at field level.
- Perform any other duty as requested by the Commodity Manager or his/her designee

### **Qualifications: Education/Knowledge/Technical Skills and Experience**

- Requires a Bachelor Degree from a University in business, IT, Computer Science, accounting or Statistics. Some knowledge of warehousing, transport, shipping and practical freight forwarding is an added advantage.
- Past experience preferably with a busy NGO or a UN agency in handling of food commodities and Commodity tracking / accounting. Knowledge of major donor regulations pertaining to Commodities accountability and reporting.
- Requires experience in port operations, clearing and forwarding, dispatch and logistics planning, warehousing, storekeeping, bookkeeping and computer knowledge especially spreadsheets and Commodity Tracking Systems or Statistics packages. Must have strong analytical skills.
- This position requires a person who is self-starter, who can accomplish the tasks with little or no supervision. He/she must be diligent in paperwork, have integrity and be able to cooperate with warehousemen, truck drivers and transporters.

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**Job Title:** Assistant WASH Officer x 4  
**Reporting to:** WASH Officer  
**Location:** (02) Wau and (02) Renk  
**Availability:** Contingent upon project award

**Purpose of the position:**

The Assistant WASH Officer will be responsible for supporting the overall management for the AFDB funded Short-term Emergency Response Project (STERP) project, which focuses to provide emergency WASH assistance to the most vulnerable populations in South Sudan. The candidate will also be supervising the project operations in various field locations in South Sudan making sure that the project follows the agreed project framework, work plan and budget.

**Major Responsibilities:**

**Assessment**

- Conduct assessment and feedback the on field context as required for attention of your project officer to enable implementation of the WASH Project activities as instructed.
- With the guidance of your supervisor liaise and network with all stakeholders on assessment and design of WASH project with the view to advocate for maximum stakeholder participation and support to the WASH Project as instructed.
- Solicit innovative ideas of implementing sustainable and appropriate safe water and sanitation solutions. Discuss with the community and local authorities and make recommendations on innovative ways that beneficiary community should adopt for improved management and sustainability of community water and sanitation Projects.

**Implementation and Monitoring**

- Assist in coordinating community mobilization and sensitization of WASH activities in collaboration with State and County level WASH partners.
- Assist in preparing project documentation including implementation work plans for planned activities, with a view attaining project activities with the project implementation time.



- Assist in developing bill of quantities for borehole construction works as well as for Latrine construction works as required in the project proposal documents
- Assist in preparing procurement plans and requisitions for required materials to be procured for attention of your immediate supervisor
- Assist in supervising selected contractors in the construction of pit latrines and other institutional facilities, in accordance to the specific contract agreement(s), approved bill of quantity and within approved budgets.
- Assist in supervising Community Hygiene Promoters, ensuring they conduct quality hygiene promotion training, and interventions as outlined in the project proposal and with set budget.
- Assist in engaging and facilitating County and State Water department to ensure their presence and onsite supervision during borehole drilling.
- Assist in facilitating in capacity building and training of water management committee, Community leaders, and beneficiaries of the WASH Project as may be requested, with the view to promoting participation and ownership of project activities by concerned staff and stakeholders.
- Assist in preparation end of month narrative progress reports for activities undertaken and availing same to your supervisors within the agreed deadline of last day of the month under report/review

**Qualifications: Education/Knowledge/Technical Skills and Experience**

- Diploma on building construction, water engineering or in Civil Engineering from a recognized institution.
- Good skills in use of computer software programs; particularly MS Word, MS EXCEL, email/internet communication, etc.
- Supervision of construction works with foundations founded in unstable underground conditions such as in areas with black cotton and sandy soils.
- At least 3 years' experience in supervision of construction/rehabilitation of construction works using community based approaches for resource mobilization.
- Past experience in supervision of borehole drilling and construction.
- 3years experience in supervision of borehole drilling and hand-pump installation works
- Supervision of building contractors.
- Experience and skills in community mobilization.
- Having demonstrated organizational, interpersonal and communication skills;
- organized, efficient, and able to meet deadlines
- Proficiency in using computer software e. g MS Windows, MS office programs and internet.
- Strong coordination and networking skills.
- Ability to work under pressure in unstable security and remote environment is an asset.

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**Job Title:** Project Admin & Finance Officer x 5  
**Reporting to:** Project Coordinator  
**Location:** (01) Wau, (01) Aweil, (01) Twic, (01) Tonj South and (01) Renk  
**Availability:** Contingent upon project award

#### **Purpose of the position:**

The Project Admin & Finance Officer will be responsible for supporting the overall management for the AFDB funded Short-term Emergency Response Project (STERP) project, which focuses to provide administrative support to the project to the most vulnerable populations in South Sudan. The candidate will also be supervising the project operations in various field locations in South Sudan making sure that the project follows the agreed project framework, work plan and budget.

#### **Major Responsibilities:**

- Manage petty cash including the accurate entry of data in voucher interface
- Payment of monthly staff salary.
- Ensure there is always petty cash available and that petty cash payments are done on time. Reconcile physical cash and records weekly. Ensure documents are stamped "PAID" once payment has been executed.
- Safe-keeping of cash and ensure prompt banking of the same
- Facilitate the safety of accountable documents and valuables
- Facilitate the proper dispatch of cheques from suppliers
- Manage the filing system for finance Department. Ensure proper filing system is in place, keep safely and in sequential order of all finance documents include JEs, CDs, DVs.
- Be a Key Player in the issues of Financial Accounting to ensure full compliance with our internal and donor requirements
- Ensure that World Vision policies and procedures are adhered to as per the Field Finance Manual (FFM) and Guidelines
- Prepare monthly reconciliation of Cash Book and Sun system Ledger.



- Ensure that all project payments made are well documented and have all relevant backups and approvals and that they are accurately done.
- Respond to Internal Audit queries regarding the project financial management aspects and documentation.
- Maintain and update a fixed asset register for all project fixed assets and produce for use by the management quarterly fixed assets reports.
- Process staff IDs and send to Juba for printing
- Undertake some finance related duties and assist the administration officer in processing of payments
- Monitor administration staff employment contracts and update or modify and prepare necessary documentation for hiring and discipline in consultation with people and culture department
- Provide hospitality to visitors, for meeting etc.
- Track, record, and update leave, overtime, and compensatory time for all administration staff.

**Qualifications: Education/Knowledge/Technical Skills and Experience**

- Minimum of Bachelor's Degree or a Higher Diploma in Business Administration or equivalent.
- Minimum of 2 years working experience, with an international NGO.
- Knowledge of generally accepted accounting principles, a practical knowledge of financial systems and internal financial controls.
- Strong willingness to meet the customers' (clients) needs, while balancing the organization's needs and priorities.
- Demonstrates Christ-centered life and work
- Fluency in English language and the local languages spoken is an added advantage.
- Understands and is committed to WV's vision, mission and core values

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**Job Title:** Water Quality Officer (04 Positions)  
**Reporting to:** Project Coordinator  
**Location:** (01) Wau and (01) Renk and (01) Kuajok  
**Availability:** Contingent upon project award

#### **Purpose of the position:**

The Water Quality Officer will be responsible for supporting the overall management for the AFDB funded Short-term Emergency Response Project (STERP) project, which focuses to provide emergency WASH assistance to the most vulnerable populations in South Sudan. The candidate will also be supervising the project operations in various field locations in South Sudan making sure that the project follows the agreed project framework, work plan and budget.

#### **Major Responsibilities:**

- To oversee and measure the free residual chlorine/FRC, turbidity and PH of all treated water each time before the water is delivered to the community.
- To monitor and conduct chemical, physical and biological water quality tests at the treatment plant and at surface water treatment systems/SWATs and at source/river, pond, well, etc.) Periodically and advise the water operators accordingly.
- Maintain good records of all water quality tests at treatment plant, SWATs, water points or household and maintain proper filing and reporting system.
- Ensure proper dosage and quality of water treatment chemicals are being used by water operators.
- To test the free residual chlorine amount at sample household level periodically and advice on the way forward for FRC level at the water points.
- Ensure timely servicing of plant engines in the water scheme
- Report any defect in the water treatment, distribution system and any leakages which can cause water quality problems to the water operators.
- Keep constant surveillance of water treatment process and records



- Liaise with local authorities on the day to day running of the water scheme
- Ensure timely submission of water quality reports weekly and monthly

**Qualifications: Education/Knowledge/Technical Skills and Experience**

- Bachelor's Degree in Civil Engineering, building or Water Resource Engineering with at least 1-2 practical experience or a minimum Diploma and in Civil Engineering or Water Resources Engineering or Building Construction with at least 4-5 years' experience in Water and/or Sanitation Project implementation, 1 of which must be with an NGO or International Agency.
- Experience maintenance/running of water sources/ contractors in water supply and sanitation construction works.
- Excellent oral and written communication skills in English. Oral and written Nuer/Arabic will be added advantage.
- Experience and skills in community mobilization.
- Having demonstrated organizational, interpersonal and communication skills;
- organized, efficient, and able to meet deadlines
- Proficiency in using computer software e. g MS Windows, MS office programs and internet.
- Strong coordination and networking skills.
- Ability to work under pressure in unstable security and remote environment is an asset.

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**Job Title:** Project Procurement Officer x 2  
**Reporting to:** Project Coordinator  
**Location:** (01) Kuajok and (01) Renk  
**Availability:** Contingent upon project award

#### **Purpose of the position:**

The Project Procurement Officer will be responsible for supporting the overall management for the AFDB funded Short-term Emergency Response Project (STERP) project, which focuses to provide purchases of project supplies to the most vulnerable populations in South Sudan. The candidate will also be supervising the project operations in various field locations in South Sudan making sure that the project follows the agreed project framework, work plan and budget.

#### **Major Responsibilities:**

- Provide leadership/supervision to all supply chain assistants in Juba and assist the Supply Chain Manager in developing markets/sources of supply in Juba in line with WVI procurement policies, guidelines and procedures.
- Liaise with users in getting proper specifications for items to be procured in Juba to avoid rejection after purchases are received.
- Seek out reputable suppliers and services providers that can meet WVI demands for supplies and services in the region.
- Conduct weekly (or as required) Tendering Committee Meetings and analyze the received Quoted/Bids to determine the best possible source (s) of supply or service providers in the line with WVI policy and obtain the right signatories before commitment is made for services or supplies.
- Prepare Tendering Minutes and Draft Contract for those procurements that require such processes
- Raise local purchases orders (LPOs) and ensure that all the necessary documents are dully signed by the proper Officers who are dully authorized to do so.
- Preparing reports of all receipts dispatches and stock balances for ease of answering internal and external audit queries.

- Follow up on finalized local purchase orders ensuring they are delivered to suppliers /services providers and making sure that the deliveries of supplies/provision of services are done in a timely manner.
- Assist in the receipt of supplies purchased while ensuring that the quantities and quality match with what was requested for by the user and ensuring that the proper documentation is done and raising payment vouchers and pass them over to finance with complete documentation
- Execute any other task as and when assigned by the supervisor

**Qualifications: Education/Knowledge/Technical Skills and Experience**

- Minimum of a bachelor’s degree in business administration or management or in a related field.
- Must at least have 2 years of working experience leading a procurement or supply chain or logistics team in a demanding work environment, preferably with an International NGO
- Good presentation and communication skills for a number of different audiences.
- Good time management and organizational skills: Able and willing to meet deadlines and agreed objectives
- Strong willingness to meet the customers’ (clients) needs, while balancing the organization’s needs and priorities
- Demonstrates Christ-centered life and work
- Fluency in English language and the local languages spoken is an added advantage.
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