



## TERMS OF REFERENCE

<b>Position:</b>	<b>Community Engagement Assistant</b>
<b>Locations:</b>	<b>Juba.</b>
<b>Length of contract:</b>	<b>6 Months (With possibility of extension based on availability of funding and satisfactory performance)</b>
<b>Application start:</b>	<b>23/06/2026</b>
<b>Application end:</b>	<b>13/07/2026</b>

### OVERVIEW OF CTG GLOBAL

CTG supports and manages humanitarian projects in fragile and conflict-affected countries around the world. With past performance in 15 countries — from the Middle East\* Africa, Europe, Asia and Central and South America — we offer a holistic fabric of project management, implementation, and support. Skilled in emergency response to crises such as the Ebola outbreak in West Africa, we can act quickly (crisis response teams can be on the ground in 24 hours) and establish structured operations in high-risk environments. CTG recruit and manage qualified, skilled teams with extensive experience, operating in challenging conditions.

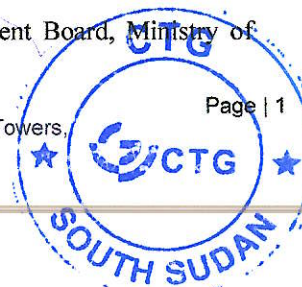
### OVERVIEW OF THE POSITION

**CTG is expanding in South Sudan and is looking for community outreach assistant for its client.** Under the supervision of the National Capacity-Building and Governance Officer (NO-B) for ECRP II and in collaboration with relevant units in IOM South Sudan, the National Operations Officers (NOO) and Program Assistants (PAs) in the various field locations, the candidate of choice will assist in delivery and quality control of community engagement and capacity-building activities, including trainings for local institution and capacity building of Community Outreach Assistants.

### Main Duties and Responsibilities

#### Role objective:

- Support coordination and monitoring of the operational and technical aspects of community engagement activities to facilitate the smooth and effective implementation and delivery of the ECRP II-Component II at sub-national levels.
- Contribute to ECRP II's capacity building initiatives, through conducting trainings focused on community participatory approach, and contributing to developing guidelines for staff and community capacity building; BDC, PDC, O&M, PDRMC among others.
- Provide guidance to field teams, including COAs in implementing inclusive community engagement strategies and an accessible and safe community-based grievance mechanism.
- Support the Senior Capacity Building and Governance Officer in coordinating community engagement activities to ensure that field teams have plans and receive the necessary technical support.
- Regular engagement with partners including the Local Government Board, Ministry of Finance and Planning, the state and County officials



- Regularly report on activities, field teams and current state of operations as requested to monitor project progress by completing, compiling, and submitting reports on activity delivery in a timely manner.
- Support monitoring and documentation of human-interest stories to increase the visibility of ECRP II and the impacts of the project, by coordinating with Community Outreach Assistants (COAs) to collect and review the stories.
- Facilitate mainstreaming of protection, gender, and Gender-Based Violence (GBV), and check that activities to engage women and marginalized groups meaningfully and safely in the project are implemented according to technical guidance.
- Assist with Community Engagement administrative tasks
- Undertaking frequent duty travel related to monitor capacity-building implementation, address challenges, and coordinate with other actors particularly the NOOs, PAs, COAs, and community level stakeholders

Perform such other duties as may be assigned.

**Project reporting:**

- This role reports to the National Operations Officer.

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**ESSENTIAL EXPERIENCE**

**Education:**

- University degree in International Relations, Business Management, Logistics, or a related field from an accredited academic institution with at least two years of relevant professional experience

**Work experience:**

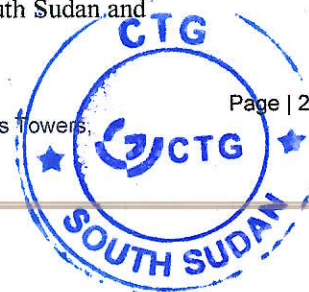
- Relevant community and stakeholders' engagement experience.
- Field experience in South Sudan.
- Experience in interventions aimed at enhancing socio-economic conditions of vulnerable populations, e.g. local economic recovery, employment promotion, agricultural development, entrepreneurship building, vocational and technical education, and training or poverty reduction;
- Demonstrated experience in inclusive approaches, gender, and GBV mainstreaming in community development;
- Demonstrated experience operationalizing field level grievance redress mechanisms according to technical guidance;
- Demonstrated experience in conflict sensitive approaches for humanitarian and development programming, including 'Do No Harm'
- Experience in liaising with government authorities, private sector, national/international institutions, and Non-Governmental Organization (NGOs) is an added advantage;
- Experience in building effective partnerships with the private sector.
- Working knowledge of impact measurement, programme monitoring and evaluation, cost-effectiveness analysis, commitment to evidence-based decision-making and social impact evaluation;
- Excellent interpersonal, cross-cultural, and diplomatic skills and the ability to lead and work collaboratively with a diverse team;
- Familiarity with gender mainstreaming and inclusion/protection principles.

**Geographical experience:**

- Minimum of 2-3 years of experience in Africa, (specifically in South Sudan and knowledge of Maban is required).



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**Languages:**

- Fluency in English (oral and written).
  - Working knowledge of Arabic and/or other local spoken languages in South Sudan will be an advantage.

**Key competencies:**

- Ability to design and deliver training effectively.
- Excellent report writing and analytical skills.
- Strong interpersonal and communication skills.
- Solid organizational skills: the ability to be flexible and work well under pressure in a fast-paced and detail-oriented team environment.
- Ability to use Kobo collect, ODK and fulcrum.
- Good computer skills: excellent knowledge of **MS Word, Excel, PowerPoint, and email/internet software.**

The successful candidates are expected to demonstrate the following values and competencies:

**Values.**

- **Inclusion and respect for diversity** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** maintain high ethical standards and act in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism:** demonstrates ability to work in a composed, competent, and committed manner and exercises careful judgment in meeting day-to-day challenges.

**Core Competencies — behavioural indicators level 2.**

- **Teamwork:** develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results** produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge** continuously seeks to learn, share knowledge, and innovate.
- **Accountability:** takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- **Communication:** encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way.

**Managerial Competencies — behavioural indicators level 2**

- **Leadership:** provides a clear sense of direction, leads by example, and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- **Empowering others and building trust** creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- **Strategic thinking and vision work** strategically to realize the Organization's goals and communicate a clear strategic direction.

- **Qualified female candidates are encouraged to apply for this role.**
- **Preference will be given to candidates from the areas of responsibilities.**

In order to apply for this role please send your CV and Cover letter most preferably by email to the address: [southsudan@ctg.org](mailto:southsudan@ctg.org)



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Please make sure **the subject of your email states “Community Engagement Assistant,”** or your application might be overlooked

**In Juba – Please deliver you application to CTG office at IOM**

**IMPORTANT REQUEST**

- Please note to name your CV by name e.g., “Mary Deo- CV” or “CV- John Smith”
- Kindly avoid naming CV as CV, Updated CV, by Job title or organization name

**For hard copy deliveries kindly include position applied for on the envelope.**



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