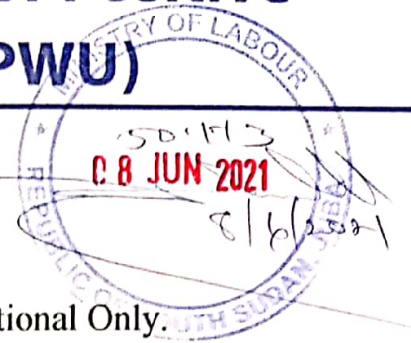


National Empowerment of Positive Women United (NEPWU)



Job Title:	Project Assistant
Country program:	South Sudan
Location of the Position :	Juba, South Sudan.
Position Opened for :	South Sudanese National Only.
Reporting to:	Project Manager.
Desired Start Date	ASAP
Advertised date	8/6/2021
Closing date for Application:	25/6/2012
Contract type:	Full-time, for 12 months (one year)

NEPWU Head Office in SSAC Compound, Juba, located in Jebel Kujur Yei Road.

BACKGROUND

National Empowerment of Position Women United (NEPWU) is a National Non-Governmental Organization of women and girls living with and affected by HIV in South Sudan. NEPWU was established in 2013 with support from SSAC, UNAIDS and UN Women. This was in accordance with the decision by the UNAIDS as articulated by its Global Plan (2011), to put women living with HIV at the Centre of the HIV response so as to stop new HIV infections among children and to keep their mothers alive. NEPWU with support from USAID is seeking for qualified **Project Assistant** for the project of community led monitoring (CLM) South Sudan who will undertake the following duties; -

Job Description:

The Project Assistant supports implementation of activities of the project, in particular related to his/her country of posting. S/he carries out tasks in support of project development and implementation and provides administrative support to project management processes. The Project Assistant is responsible for the administrative processes and support functions in projects. S/he organizes project events and meetings being responsible for the management and implementation of the logistical arrangements and follow up. S/he compiles and prepares inputs to meetings, project reports, presentations and communication materials and processes activities in support of recruitment and procurement actions as well as manages contracts with contractors. S/he is responsible for maintaining project's filing system. The Project Assistant works under the supervision of the Project Manager ensuring a smooth and timely delivery of project activities under the Project's work plan and



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collaboratively with all members of Project Team either in the Headquarters, or other Project Offices. The daily work is supervised by Project Manager.

Tasks and Responsibilities:

1. Project Implementation:

- Assists in implementation of project activities in accordance with the work plan;
- Prepares administrative documents, collects and compiles inputs to documents;
- Drafts routine correspondence for project implementation;
- Prepares inputs to implementation processes such as recruitment of expert, procurement and contracting;
- Assists in procurement processes for conference/seminar services or other procurement actions foreseen in projects;
- Processes actions in other systems;
- Administers contracts with service providers, interpreters and experts;
- Collects, compiles and organizes background materials, documents and other materials for meetings;
- Compiles project reports;
- Prepares inputs to reports, summaries, graphs and inputs to presentations in support to various project activities;
- Provides support to the organization workshops and meetings being responsible for flight bookings, meeting facilities and accommodation, social Programme, catering, participant lists, DSA calculations;
- Is responsible for meeting logistics; meeting rooms, audio-visual equipment, name tags, logistics for arrivals and departures, DSA payments in cash;
- Maintains the project filing system;
- Supports implementation of project-related communication activities.
- Performs any other duties as required.
- Provides inputs to formulation of project proposals and documents for new projects.
- Performs any other duties as assigned by the Project Manager.

Qualifications & Preferred Skills /Incumbent Profile:

- A minimum of 2 years of experience in project administration and implementation of projects in an organizational context;
- Experience in organizational events and meetings;



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- Knowledge of ERP systems in an asset;
- Good organizational skills with attention to detail and accuracy;
- Experience in managing conflict priorities and working with tight deadlines;
- Strong team work and interpersonal skills;
- Adaptability and flexibility;
- Excellent command of standard MS-office software.
- Corporate Qualifications:
- Experience in international projects;
- Proficiency in verbal and written English;
- Proficiency in language of the duty station is a requirement;
- Advance Diploma or Bachelor's degree in Public Health, Social Sciences and other related fields.
- General Information:

NEPWU retains the discretion to re-advertise the vacancy or to cancel the recruitment.

This position may entail frequent travel to high risk areas at short notice for the execution of the tasks and duties, which may warrant adherence to security protocols, and/or health procedures.

How to Apply (Application Procedure):

Interested candidates are requested to submit their application in English through Email: hr.nepwu@gmail.com & wani.nepwu@gmail.com by midnight of the closing date specified above or hand delivery to:

NEPWU Head Office in SSAC Compound, Juba, located in Jebel Kujur Yei Road



Handwritten signature and date: 8/6/21