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Cooperation Office,
Embassy of Switzerland, Juba
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IMATONG EMPLOYMENT SOLUTIONS

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Approved by Senior Inspector
NPO L/RSS/J-
13 JUN 2022
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Junior National Program Officer (Profile Protection)

General overview/Information

The Swiss Cooperation Office (SCO) in South Sudan, through Imatong Employment Solutions, is looking for a South Sudanese Professional for the Position of a **Junior National Program Officer** with a **Protection and Human Rights Profile, based in Juba**. The position is for one year, renewable.

Based on its Cooperation Program 2022-2025 for South Sudan, Switzerland provides humanitarian assistance in three key thematic areas including Protection of Civilians and Promotion of Human Rights, The Improvement of Food Security and Sustainable livelihoods and in Promoting Peace and Conflict Resolution.

Job Description

The Junior National Programme Officer (J-NPO) is meant to support **SCO's program team**, consisting of the Head of Cooperation, the Program Manager and three National Program Officers. She/he will Report to the Programme Manager and work in close collaboration with the Programme Officer Protection and the rest of the Programme team. The J-NPO assists in managing selected projects and partnerships and contributes to the overall South Sudan program with a particular focus on Protection and Human Rights. Switzerland strives to strengthen the protection environment at community and system level with a specific focus on GBV survivors, women and youth. In addition, the J-NPO is expected to support Food Security and Livelihoods or any other sector, as far as required during emergency interventions or staff absences.

Tasks/Responsibilities

The J-NPO is expected to support the team in the following **Tasks**:

Context analysis: Follow up the humanitarian situation, namely developments, needs response and major gaps and monitor and report on developments in Switzerland's priority fields of intervention and transversal issues

Project Cycle Management: Maintain operational and strategic dialogue with partners, monitor supported partners / programs / projects, plan, organize and conduct field missions, and monitor and facilitate and support missions of consultants and other representatives of the Swiss Government in South Sudan. Identify and evaluate new projects/proposals, and draft credit proposals in collaboration with project partners.

Relationship management, and coordination: Represent Switzerland in coordination meetings, steering and working groups, within the framework of assigned projects funded by SCO

Institutional development, portfolio planning, strategic steering, and reporting: Contribute to the overall operational, administrative and financial planning, monitoring and steering of the respective country portfolio as part of the Swiss Cooperation Programme South Sudan. Contribute to institutional learning and development

Reporting: Provide written inputs for Weekly Reports, Internal Management Meetings, Annual Reports, and other institutional reports. Write reports on field missions. Provide written inputs upon request or spontaneously regarding issues that are of relevance to Switzerland.

Field visits: the J-NPO will be required to plan, organize and conduct field missions, and facilitate and support missions of consultants and other representatives of the Swiss Government in South Sudan. The J-NPO will visit all regions of South Sudan.

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General: All employees are expected to fulfil tasks not included in their job description, if deemed necessary by the line manager or the line hierarchy.

Qualification

SDC is looking for the following **Profile:**

Education:

- University Degree, Masters in a relevant humanitarian and development sector is an asset.
- Professional experience:
 - One year relevant working experience with a UN-agency, NGO, other international organization, civil society, research and consultancy organization or government agency. Programme or project management experience in humanitarian or development contexts is an asset.
- Thorough understanding of the humanitarian, social, economic and political situation in South Sudan as well as its development opportunities is essential;
- an existing relevant network in South Sudan is an asset.

Skills:

- Excellent analytical, communication and writing skills;
- Personal competencies should include tact, integrity, entrepreneurship and ability to work efficiently in a multi-cultural environment, under pressure and sometimes in arduous circumstances. Willingness to work extensively in remote and sometimes in insecure areas.
- Proven ability to work independently with a minimum of supervision; as well as ability to work in a team environment is necessary.
- Fluency in written and spoken English and Arabic and knowledge of local languages is an asset
- Computer literacy, including advanced working knowledge of word-processing and spreadsheet management is required, as is an ability to learn new skills.

To apply

Interested qualified candidates are encouraged to apply by latest close of business on 30 June 2022. The application package should include a formal application letter, CV and 3 work references, plus copies of national ID or South Sudanese passport.

Applications should be submitted by email to info@imatongemploy.com Subject-line must be "APPLICATION – SWISS COOPERATION OFFICE JUNIOR NPO"

Hard copies may be dropped to the Imatong Employment Solutions office in Hai Kuwait – please contact +211 921 277 383 for directions.

Please note that incomplete applications will be disregarded. Only shortlisted candidates will be contacted.

Questions regarding the position can be directed to e-mail: info@imatongemploy.com – please mark the e-mail with "QUESTIONS – SWISS COOPERATION OFFICE JUNIOR NPO"