



VWB Canada- UAP-Equatoria Tower, Hai Neem, Malakia-Juba Road, Juba- South Sudan

JOB ADVERTISEMENT – PROJECT ASSISTANT (1)

ABOUT VSF CANADA

Veterinarians without Borders/ Vétérinaires sans frontières – (VWB/VSF Canada) is a charitable, international humanitarian organization, founded in 2005, whose mission is to work for, and with, those in need to foster the health of animals, people, and the environments that sustain us. VWB engages in activities around the world related to the health of farm animals, urban domestic animals, and wildlife, as well as public and ecosystem health. See www.vwb.org for more details.

VWB/VSF Canada is seeking to recruit qualified and well-experienced Project Assistant to support the Project Officer in the implementation of a livelihood project in Aweil North County Northern Bahr-El-Ghazel State. He/She will be based in the County but with frequent visits to the field sites (Payams, Bomas and Villages). The incumbent will work in collaboration with other staffs, local authorities, and the Program Manager.

ABOUT THE JOB

Position Title: Project Assistant
Number of Positions: 1
Duty Locations: Aweil North
Reporting to: The Project Officer
Term: Full-time, 6 Months (3 Months' Probation) Renewable depending on performance and funding.



JOB SUMMARY

The purpose of the Project Assistant's position is to support the Project Officer to effectively implement the VWB/VSF Canada Livelihoods Project in Aweil North County. He/she ensures the proper implementation of Project activities in the assigned location in collaboration with other team members of the project and partners like the line Ministries and local authorities. The **Project Assistant** will play a pivotal role in the successful implementation of the project activities as a team member at the county level. He shall ensure the project aligns to the key cross cutting issues: environment, gender, and nutrition considerations. He/she will work closely with the other project team members, stakeholders, and communities to achieve project objectives and contribute to improved food security and livelihoods for target beneficiaries.

Key duties and Responsibilities

Administration

- Provide coordinating and administrative support as directed by the Project Officer.
- Actively, directly, and regularly engage in discussions and meetings with donors, partners, and government officials on project issues and solutions.
- Monitor the security situation in the project area and at the satellite office.
- Coordinate the procurement of project supplies and equipment.





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Project Design, Planning & Implementation

- Engage primarily in the design, planning, and implementation of Project activities across the County including emergency responses in accordance with project design, implementation plan and other interim plans.
- Participate in the development of a detailed implementation plan of project activities with staff and partners/stakeholders.
- Develop work plans, and financial projections and verify all financial reports on the respective project component.
- Conduct Safety Audit and Formation and Training of AAP Committee.
- Act as the liaison person between partners, the Program Manager, and any Consultants to ensure the timely delivery of project activities.
- Ensure that summary of community meetings, seminars or workshops facilitated and or attended by project staff is well documented and shared with others.
- Organize and participate in stakeholders meeting, livestock cluster forum meetings at the County level, and participate in workshops and field planning exercises.
- In close consultation with the Program Manager, liaises with relevant government institutions, counterparts, NGO and CBO partners with the objective of effective implementation of the project activities.
- Facilitate training, workshops, experience sharing visits, etc that are related to the needs of target beneficiaries and government line departments.
- Support in developing training manuals or other materials for the various trainings and awareness activities under the project.
- Lead at the County level in beneficiary assessment, mobilization, consultation, and registration.
- Map and conduct capacity assessment of existing VSLAs in the Project areas.
- Organize and conduct training to VSLAs groups on numeracy and financial literacy.
- Conduct gender sensitization across CBOs including VSLAs groups.
- Support in carrying out nutrition gaps assessment (value chain/ Market profiles)
- organize field visits and demonstration gardens to boost household Food Production.
- Conduct Nutrition education sessions in the communities together with the project assistants.
- Train project beneficiaries on food storage and processing and all the relevant technologies.
- Train project beneficiaries in the construction, maintenance and use of energy saving cooking stoves.
- Establish an effective working relationship with government, non-governmental and community-based organizations and work cordially with local partners, authorities, and leaders in reaching the beneficiaries.
- Radio campaign to raise awareness of the communities about the project.
- Conducting Seed Fairs in the communities including all the preparatory activities.
- Distribution of Livelihood Kits (Vegetable, Crop, and Fishing).
- Provision of Basic Training and Activities on Good Agriculture and Aquaculture Practices.
- Monitoring and Evaluation: Post-distribution Monitoring, Post-planting and Post-harvest Assessments.
- Carry out any other duties as may be assigned by the Line Manager.



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Project Monitoring, Reporting & Communication

- Prepare and submit timely and accurate progress reports on project activities including any obstacles affecting project implementation.
- Track project activities to ensure they are progressing as per schedule.
- Participate in activity planning and develop data collection systems enabling effective monitoring of defined indicators.
- Together with the Project officer properly document the achievements and lessons of the project activities and share with concerned stakeholders.
- Communicate effectively with stakeholders, ensuring clear and transparent information sharing.
- Contribute to the development of communication (IEC) materials and public awareness campaigns.

Job Requirement**Qualifications, Experience & Skills required.**

- Bachelor's degree/Diploma in agriculture, Agribusiness, Development Studies, Environmental Studies, or a related field.
- Minimum of 3 years of experience working in FSL projects, preferably with experience in integrating environment, gender, and nutrition themes with NGO or Government.
- Proven experience in project management, monitoring, and evaluation.
- Excellent communication, interpersonal, and team-building skills.
- Experience working in Aweil North County is a double plus.
- Understanding of environmental sustainability principles and practices.
- Knowledge and experience of working with pastoral communities and speaking local Dinka language will be an added advantage.
- Excellent computer knowledge, communication and report writing skills.
- Good in teamwork, gender equality, sensitivity to cross cutting issues and participatory approaches, and focus on sustainable development.

How to apply:

To apply, submit a cover letter and detailed resume **clearly explaining how your skills and experience meet the expectations of the position description and academic certificates**. Please submit your application to: ssrecruitment@vwb.org or hand deliver to our office at UAP Equatoria Tower- 6th Floor Wing B. Hai Neem- Malakia-Juba Road.

Application closes: May 24, 2024

Please write "**Project Assistant- Aweil North**" in the **subject line of the email**.

VWB/VSF is committed to diversity and inclusion within its workforce and encourages qualified female and male candidates from all religious and ethnic backgrounds, including persons living with disabilities, to apply to join our organization.

NB: This Position is only for South Sudanese Nationals.

