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Approved



## VOLUNTEER/INTERNSHIP ANNOUNCEMENT

**Position: Programs Officer (1)**

**Location: Juba**

**Reports to: Programs Director.**

**Start Date: ASAP.**

### About Women and Girls' Initiative (WGI)

We are a humanitarian women-led organization dedicated to fighting poverty and injustice through alleviating human suffering, legally registered on the 18<sup>th</sup> day of September 2023 by the RRC-Republic of South Sudan. It has been born of the contextual truth that women and children especially girls are more affected during times of disasters (man-made and natural) given their level of vulnerability to these shocks. We place special focus on working alongside poor women and girls because, equipped with the proper resources, women have the power to help whole families and entire communities escape poverty. Women are at the heart of WGI's community-based efforts to improve skills development, advocate for their rights, including the denouncement of all forms of discrimination including Gender-Based Violence (GBV), child rights abuse, Sexual Exploitation and Abuse (SEA), prevent the spread of diseases including STIs, and increase access to clean water, sanitation and Hygiene, provision of menstrual health, expand economic opportunity and protect natural resources. WGI also delivers emergency aid to survivors of conflict and natural disasters, and helps people rebuild their lives.

### Position Summary

The **Programs Officer** is responsible for the programs management support, attending meetings, coordinating with the key stakeholders including community leaders, other partner NGOs, Donors and the daily supervision and scheduled reporting of activities.

He/she will focus on delivering quality Project reports, trainings, supply management and ensuring the project objectives are met with the support of the project officer.

Women and Girls' Initiative (WGI) is looking for a dynamic person to fill a **volunteer position Programs Officer (Man or Woman)** to be based in Juba, with some travels to field locations.



## MAIN ROLES AND RESPONSIBILITIES;

- Manage the documentation of projects and monitor the project implementation
- Manage request for proposals (RFP) processes, and oversee contractors/vendors for the proposed activities.
- Lead Emergency Response and Preparedness (ERP) system integration program for corporate-wide documentation, regulatory compliance, and effective supply chain management.
- Participate in the overall strategy and development of the organization when need be at both the head and field Office.
- Assist with event logistics, including audio/visual and PowerPoint presentations, registrations and materials for the activities
- Liaise with WGI sectorial personnel with wide technical experts throughout program design and implementation.
- Participates in project development (needs identification and proposal development)
- Serve as project ambassador, liaising with management, and peer organizations.
- Utilize computers for communications, creation of excel spreadsheets, word documents, and PowerPoint presentations.
- Provide programmatic leadership to co-workers and advance government policies with donors and other stakeholders.
- Conduct direct liaison on issues pertaining to systems, acquisition policies and procedures.
- Coordinate program security related actions with direct line manager and other private industry contractors as needed to facilitate program milestones.
- Provide management oversight and direction for program operations with focus on operational optimization.
- Coordinate recruitment, logistics; negotiate venues, among others during activities implementation.





## KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE REQUIRED;

- At least a Bachelor degree in community development, Social works and Public relations or other related field(s)
- Minimum 1-5 years of experience in Project implementation, 2 of which must be with an NGO or International Agency.
- Experience in Monitoring and Evaluation (M&E) including LFW , tools used in M&E and reporting
- 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;
- Fluency in English language and the local languages spoken is an added advantage.
- Understands and is committed to Organization's vision, mission and core value.



## APPLICATION & DEADLINE FOR SUBMISSION;

At Women and Girls' Initiative (WGI), we are an equal opportunity employer committed to building a diverse and inclusive team, we encourage applications from people of all religions, tribes, gender, persons with disabilities (special needs).

Please send your applications, Curriculum Vitae (C.V), Copies of academic and training certificates and a cover Letter addressed to the: **Human Resource-WGI, Juba office at Africa Zeal University Premises, Munuki Block (A-V), Plot # 249 Opposite, New Jerusalem Clinic, Adjacent to Moderna Restaurant, or call 0921119032/0921367495 or email: [wgirlsinitiative@gmail.com](mailto:wgirlsinitiative@gmail.com) not later than the 12<sup>th</sup> day of December 2023 before COB (5:30 PM CAT)**

