



## UNIDOR - SOUTH SUDAN

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### Job Advertisement

**06<sup>th</sup> August 2024**

<b>POSITION</b>	Community Liaison Assistant (4 positions)
<b>JOB LOCATION</b>	Mayendit
<b>REPORT TO</b>	<b>Project Officer</b>
<b>DURATION</b>	<b>5 Months with possibility of extension</b>

#### **Organizational Background**

Universal Intervention and Development Organization (UNIDOR) is a South Sudanese national and Faith based Organization founded in 2004 and is legally registered by the Relief and Rehabilitation commission (RRC) with registration number 181. UNIDOR is a member of South Sudan NGOs forum, active member of different working clusters across the Country. UNIDOR operates in 4 states and over 11 counties in South Sudan with program portfolio covering health, nutrition, FSL, WASH, Education, General protection including GBV and Child Protection, Peace-Building and Conflict Resolution. UNIDOR continues to provide lifesaving humanitarian assistance to the vulnerable people of South Sudan with the aim of rebuilding lives and restore peace.

Project Liaison Assistant/Project Assistant/Community Mobilizer will participate in the implementation of all RSRTF outputs under (Reconciliation, stabilization and Resilience activities) within a designated Payam. The main function for this position is to undertake day to day community mobilization, participants selection, activity planning, scheduling and implementation in close collaboration with Project Officers and local leaders. The incumbent will be based at the Payam or Boma level and will interface with local leaders and project participants, ensuring that project participants are involved in activity planning, scheduling and implementation. The incumbent will report to Project Officer. H/She should be conversant with the local context, preferably person from the same community.

#### **Responsibilities**

#### **Activity planning, Implementation and Reporting**

- Participate in joint periodic activity planning and scheduling with consortium partners within the county and in collaboration with community stakeholders and local authority.
- Conduct joint activity implementation with consortium partners, including sensitization, dialogues, training in collaboration with community participants in line with approved work plan and budget.
- Organize community-training, meetings, dialogue in close collaboration with other consortium partners and local authority.
- Ensure integration of various project outputs to promote the HDP nexus approach.
- Ensure timely reporting of project outputs and outcomes including qualitative and quantitative data to the Project Officer.





### **Community Mobilisation and networking**

- Mobilise community to participate in project assessment, baseline, reviews, and activity monitoring.
- Work closely with county, Payam and Boma authority and maintain good relation in furtherance of the ABPs goal.
- Support community participants/groups/committee in documenting community driven project supported activities, e.g. mediation events, GBV cases, etc.
- Mobilise community participants to engage in project activities, share relevant information on the project, including project objectives.
- Carry out consultation with project management committee, local leaders in project beneficiary identification, activity scheduling, choice of community activity venue, etc.
- Support Project Officer to monitor construction/rehabilitation of infrastructure/community asset, ensuring constant supply of materials at the site, and proper documentation.
- Carry out any other duties relevant to the position that may be assigned by the Project Officer.

### **Qualifications/Experience**

- Diploma or Certificate in Education, Development Studies, Conflict management or any related field is required.
- At least 2 years of experience in humanitarian response with focus in conflict resolution, education in emergencies, livelihoods, governance, and GBV.
- Experience in implementing RSRTF project is added advantage.

### **Skills Required**

- Experience in facilitating community dialogue, mediation or community training.
- Good written and oral English communication, with the ability to draft activity reports.
- Have experience working on livelihoods, peace building, education, GBV/psychosocial support, governance within South Sudan.
- Experience with a national or international NGO in South Sudan.
- Demonstrate flexibility and ability to work in different cultures.
- Arabic language skills.



### **Conflict of interest**

Any candidate affiliated to, or openly supporting any political party opposed to the UNIDOR's core values, or whose previous position could engender safety issues for co-workers at UNIDOR, will be excluded from this selection process. The employee will be accountable for the responsibilities and the competencies, in accordance with the UNIDOR Human Resource guidelines.

Qualified candidates should submit their cover letters and updated CV with copies of academic documents to UNIDOR South Sudan head Office located at Kololo-America Embassy Road, Juba Nabari after Catholic university. through email E-mail to [recruitment@unidorss.org](mailto:recruitment@unidorss.org) not later than Friday **23<sup>th</sup> August 2024**. *For this position, eligible and suitable qualified female candidates are encouraged to apply*