

JOB DESCRIPTION

MINISTRY OF LABOUR
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Job Title:	CSRF Project Officer
Location:	Juba, South Sudan
Reporting to:	CSRF Director
Type of position:	National Position
Grade: Salary Rang	Grade D – South Sudan Scale
Contract terms and hours:	<ul style="list-style-type: none"> • Term of contract: Fixed-term, depending on funding and satisfactory performance • Probation: 3 months • Annual Leave: 28 days per calendar year (January-December) in addition to agreed South Sudan public holidays. • Hours: Standard working week is 37.5 hours a week • Medical insurance: As per Saferworld South Sudan's medical insurance • South Sudan Social Insurance: 17% contribution from Saferworld • Taxes: Saferworld deducts and remits South Sudan income tax for all its employees, regardless of nationality. • Work eligibility: Must have the right to live and work in South Sudan

Background:

Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational in 12 countries across Africa, Asia and the Middle East, with offices in London, Washington DC, Vienna, Brussels and Beijing.

The Conflict Sensitivity Resource Facility (CSRF), funded by the British, Swiss, Dutch, and Canadian donor missions through the Better Aid in Conflict (BAC) framework and the European Commission Delegation in Juba, is a Saferworld-managed project in collaboration with swisspeace that supports the integration of conflict sensitive principles and practices into donor strategies and donor-funded programming in South Sudan. Conflict sensitivity is a programming approach that emphasises strong contextual analysis and programmatic flexibility to minimise aid's negative consequences and maximise its positive impacts. Conflict sensitivity is particularly important in volatile, conflict-affected contexts where inadequate understanding of conflict and political dynamics can lead to donors and implementing partners inadvertently exacerbating the conflict.

The CSRF programme is implemented by Saferworld in collaboration with swisspeace. The CSRF completed a two-year pilot phase, 2016-2018 and is in its fourth year of a five-year BAC contract, which extends from January 2019 to December 2023.

The post-holder will be employed by Saferworld.

Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the values and principles that underpin and guide our work.

Job purpose:

The Project Officer will spend approximately 50% of their time supporting and coordinating with different teams members on the design, planning, implementation and monitoring of CSRF activities. This will include supporting the team with research activities, capacity-building activities, workshops, and training, outreach and learning events and roundtables, and reporting. The remaining 50% of their time will be spent working in direct support of

CSRF Project Officer (October 2022)

the CSRF Director's administration and operations responsibilities, which includes (but is not limited to) coordinating meetings and preparing minutes, coordinating information management on MS teams.



Roles and responsibilities:

Programme Implementation Support (50%)

- Support the implementation of programme components, including across three work streams: targeted capacity support, research and analysis, and outreach and learning
- Support the coordination of CSRF activities (courses, training, planning and learning workshops, roundtables, research), including planning, logistics (venue arrangement, participant management, materials preparation), and follow-up
- Support the monitoring, evaluation, and reporting of CSRF programming and contribute to learning and adaptive management processes
- Contribute to the strategic development of CSRF programming
- Contribute to the development and maintenance of relations with CSRF's aid partners in South Sudan, and represent the CSRF externally as required

Administrative Support (50%)

- Assist with the coordination of internal team meetings and external meetings with key stakeholders, including preparing related documentation and taking meeting notes
- Support CSRF's operational needs in close coordination with the Saferworld South Sudan Operations team
- Coordinate logistics and travel arrangements for staff and consultants, including coordination with stakeholders
- Coordinate CSRF information management on MS Teams and other systems and keep track of CSRF equipment/assets
- Assist with preparing budget estimates for activities and coordinating approval and reconciliation of expenses where needed

Key working relationships

1. CSRF team – providing administrative and programme support and coordinating information-sharing
2. CSRF stakeholders – coordinating and sharing information related to meetings, courses, trainings, workshops, roundtables, and other events.
3. Saferworld South Sudan finance team – assisting with preparation of activity budget forecasts and expense reports, consulting for guidance, and sharing related information (including on CSRF assets)
4. Saferworld South Sudan operations team – working collaboratively on logistical arrangements and other CSRF operational needs
5. Saferworld Conflict Advisory Unity (CAU) and swisspeace technical advisors – assisting their involvement in CSRF activities

Scope and accountability

Decision making and limits of authority	<ul style="list-style-type: none"> • None
Financial resources	<ul style="list-style-type: none"> • Keeps track of the activity budgets and related expenses within the budget lines
Other resources	<ul style="list-style-type: none"> • Responsible for and in custody of Saferworld equipment, such as a laptop and mobile phone • Shared responsibility for information database, quality and accuracy of data • Shared responsibility for asset management
People management	None
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> • Comply with Saferworld's policies and procedures, including Finance, HR and safeguarding policies

Person specification

Knowledge, qualifications and experience

- Ability to effectively use Microsoft Office, including information management on MS Teams and use of Excel



- Demonstrated project management and/or administrative experience with a development, humanitarian or peacebuilding organisation in South Sudan
- An excellent understanding of the South Sudan context
- Experience working with aid partners (including donors, multilateral/UN agencies, and international and national NGOs)
- Bachelor's degree related to conflict or security studies, peacebuilding, development studies or equivalent experience

Skills and abilities

- Excellent communication skills, verbal and written
- Able to build relationships with a variety of stakeholders
- Strong interpersonal skills and ability to work in a non-partisan manner, appreciating cultural and ethnic diversity
- Good budgeting skills
- Good time management and multi-tasking skills
- Able to work on his/her own, with proven track record of working effectively as part of a team with demonstrated organisational skills.
- Fluent in English (verbal and written) and at least one South Sudanese language

Personal qualities

- Compliance with Saferworld's safeguarding principles
- Compliance with the organisation's policies (HR, Finance and Procurement)
- Honesty, transparency and accountability
- Respect to individuals, groups of people in the community, staff and being culturally sensitive
- Commitment to Saferworld's mission, vision and values
- Commitment to engaging with South Sudanese aid actors and community engagement
- Enthusiasm to learn and apply new knowledge and skills

Other requirements

The incumbent may be required to travel to the field.

Application process To apply:

- Either download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to jobs@saferworld.org.uk (Ref: Project Officer)

OR

- Drop hard copy of your application form at Saferworld office, Off Addis Ababa Road, Opposite Quality Hotel, Behind South Sudan Bureau of Standards, Hai Cinema, Juba

Opening: 24 November 2022

Deadline for Application: 14 December 2022

