

TERMS OF REFERENCE

Position: Operations Assistant – HLP
Position grade: G5
Number of Vacancy: 01
Duty station: Rubkona
Application start: 14/07/2025
Application end: 11/08/2025
Length of the contract: 6 Months with possibility of extension



OVERVIEW OF CTG GLOBAL

CTG support and manage humanitarian projects in fragile and conflict-affected countries around the world. With past performance in 15 countries – from the Middle East, Africa, Europe, Asia and Central and South America – we offer a holistic fabric of project management, implementation, and support. Skilled in emergency response to crises such as the Ebola outbreak in West Africa, we can act quickly (crisis response teams can be on the ground in 24 hours) and to establish structured operations in high-risk environments. CTG recruit and manage qualified, skilled teams with extensive experience operating in challenging conditions.

OVERVIEW OF THE POSITION

Under the overall supervision of the chief of mission and the direct supervision and guidance of the HLP Project officer and the HLP assistant, in coordination with the head of the sub-office. The holder of this role will be responsible for working on the implementation of housing, land, and property-related activities, in addition following up with state coordination platforms, including the Protection, CCCM, S&S, Wash, and Health programmes and clusters, support to the state-based HLP Technical Working Group (TWG) when needed.

GENERAL FUNCTIONS

1. Support in facilitating the implementation of different housing, land, and property activities, with different key stakeholders, including the government, traditional authorities, communities (host community, displaced populations, and returnees), linked to due diligence, raising awareness, legal assistance, and capacity building for key stakeholders, and enhance accountability, predictability, and effectiveness of humanitarian and development actions.
2. Support operational needs linked to housing, land, and property with other programmes/units within the mission to ensure the continuity and proper implementation of activities in compliance with the do no-harm principles.
3. Supporting IOM in the role of coordination for the state-based housing, land, and property technical working group in Unity State.
4. Timely documentation and submission of reports, updating trackers on housing, land, and property-related activities, challenges, and successes, in addition to maintaining accurate records of land claims, property disputes in relation to shelter programme interventions.
5. Data Collection & Analysis: Support in collecting, verifying, and analyzing data related to housing, land tenure, property ownership, and shelter conditions.
6. Maintain and update databases on HLP issues and, when requested, support shelter needs assessments.
7. Field Support & Monitoring: Conduct joint field visits to assess shelter conditions, land disputes, and property claims.
8. Support in building the capacity of the housing, land, and property community engagement team and provide timely support to them when needed.
9. Community Engagement: Support community consultations on shelter design, land access, and property rights.



10. Participate in different platforms and events as needed, representing the housing, land, and property team and sharing lessons and updates with stakeholders.
11. Perform any other duties assigned by the direct supervisor or whoever s/he delegates to.

ESSENTIAL EXPERIENCE

Education:

- University degree in law, urban planning, international policy, and human rights with four years of relevant professional experience.

Work experience:

- Experience in humanitarian response, awareness raising, community engagement, and legal knowledge is mandatory.
- Experience in technical drafting, reporting, and capacity building approaches.
- Excellent command of English required, including strong written and oral and computer skills, with a thorough knowledge of Microsoft Office.

Languages:

- For all applicants, fluency in English and the working local languages is required (oral and written).

Key competencies:

The incumbent is expected to demonstrate the following competencies:

- Accountability – takes responsibility for action and manages constructive criticisms.
- Client Orientation – works effectively well with clients and stakeholders.
- Continuous Learning – promotes continuous learning for self and others.
- Communication – listens and communicates clearly, adapting delivery to the audience.
- Creativity and Initiative – actively seeks new ways of improving programs or services.
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders.
- Performance Management – identify ways and implement actions to improve the performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within the area of responsibility.
- Professionalism - displays mastery of subject matter.
- Teamwork – contributes to a collegial team environment; incorporates gender-related needs, perspectives, and concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions.
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM (optional depending on position level)

Qualified female candidates are encouraged to apply for this role.

In order to apply for this role please deliver your CV, and Cover letter, most preferably by email to the address: southsudan@ctg.org

Please make sure **the subject of your email states "Operations Assistant HLP - Rubkona"**, or your application might be overlooked.

In Juba, please deliver to the CTG Office located within the IOM compound adjacent to Ezentus Company off Mangateen road.

IMPORTANT REQUEST

- Kindly avoid naming your CV as a CV, Updated CV, or by Job title or organization name.
- For hard copy deliveries kindly include the position applied for on the envelope.

