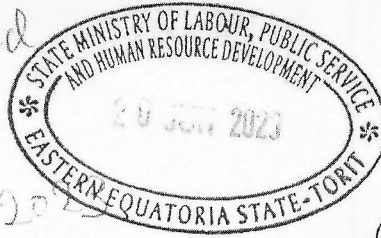




Approved

~~19-6-2023~~

19-6-2023



Catholic Diocese of Torit

JOB ADVERT

JOB OPENING IN CARITAS TORIT--CDOT

CARITAS TORIT is a development and humanitarian wing of the Catholic Diocese of Torit. It was registered in 2013 with the Ministry of Justice in accordance with the New NGO Act 2003 further registered with RRC in 2016 under chapter 3, section 10 of NGO Act 2016. The headquarter of CARITAS TORIT is in Torit, Eastern Equatoria State. CARITAS TORIT engages in extensive multi-sectoral humanitarian and development programmes in all counties of Eastern Equatoria State.

CARITAS TORIT is due to implement Livelihood Project in Magwi county and Torit County, thus seeking to recruit a Project Officer who will be substantially engaged in the implementation of the livelihood project. The project office 60% will base in Torit and 40 % in the field. The project office will report to the director of Caritas Torit.

SUMMARY OF THE POSITION

Position Title	Project officer (1) position
Report to	Director of Caritas Torit
Duty station	Torit
Contract Type	Standard
Employment start Date	As soon as possible
Salary	800 to 1000 dollars according to Caritas Torit salary policy



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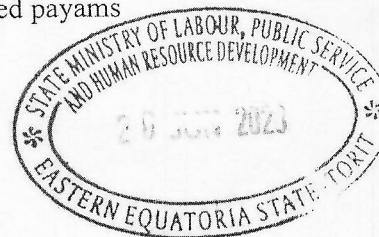
Eligibility	South Sudanese nationals only
Advertisement date	19-23 June 2023
Advertisement closing deadline	23 June 2023

JOB SUMMARY

The Project Officer is required to provide planning, coordination, management, execution, implementation, monitoring and evaluation, trainings, and capacity building. Thus, to achieve the expected results and outcomes, and hence contributing to overall success of the project goal and purpose.

DUTIES AND RESPONSIBILITIES

- Implements the livelihood project in Magwi County and Torit County in Eastern Equatoria State.
- Coordinates activities with implementing partner to ensure effective coordination in implementation of the project.
- Collaborates with implementing partners, and Counties authorities to ensure effective implementation of the project activities and program.
- Ensure Monthly preparation of the project work-plan for effective activities implementation.
- Develops monitoring and evaluation tool to track the project implementation process and activities progress.
- Identifies changes and gaps in the process of project implementation and thus advise the relevant authorities for due solutions and actions
- Support the director in supervision and monitoring and identifying project success and project risks;
- Prepares weekly and monthly reports on implementation of the project activities and program.
- Prepare monthly budget for the implementation activities
- Keep Director up to date with new trends and developments around the areas of project operation.
- Contribute to knowledge generation programs and capturing of lessons learned during program implementation;
- Organize, form, and train the farmers groups in the identified payams
- Organize, form, and train VLSA groups in the selected payams
- Performs other related duties as required.



QUALIFICATIONS, EXPERIENCE AND COMPETENCE

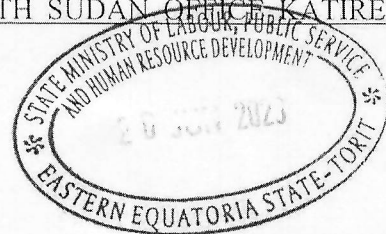
- Degree in Economics, Agriculture, Social Science, Business administration, Project Planning and Management, Development
- Minimum of two years of relevant working experience in project management and have knowledge and skills in business management, and entrepreneurship
- Applicants should have a demonstrated capacity for project implementation, and report writing.
- Basic computer literacy for accessing mails, writing reports, searching information on the internet, online meeting is a MUST.
- Capacity to coordinate and collaborates well with partners and stakeholders and establish effective working relations.
- Basic financial accounting skills are expected of the applicant.
- Applicants are expected to demonstrate the leadership quality of being articulate and inspirational.
- Applicants should demonstrate adequate level of at least of spoken Arabic or colloquial Arabic spoken in Eastern Equatoria State. They must have a very good command of English Language. The type of accent whether South Sudanese, British, American or Australian doesn't matter.

HOW TO APPLY

- Expression of interest in this position should be on one page accompanied by a curriculum vitae and sent by email to Executive Director, Caritas Torit, Catholic Diocese of Torit.
- The following should be attached: copies of degree or diploma, a letter from a referee, the letter of recommendation from the last employer, photocopies of nationality certificate.
- The expiry date of application is on 23/06/23 at 4:00 pm.
- Short listed applicants will be contacted by both emails and telephone call. If by 26/06/2023 an applicant has not received any response from Caritas Torit, it means their application is not successful.

Email; apbraham@gmail.com.

SUBMIT THE HARD COPIES TO CARITAS TORIT SOUTH SUDAN OFFICE KATIRE ROAD.



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