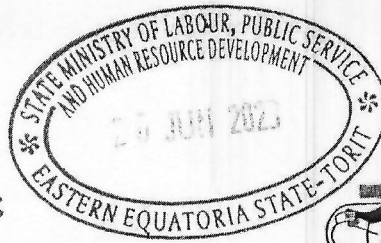


Approved



20/6/2023



Catholic Diocese of Torit

JOB ADVERT

JOB OPENING IN CARITAS TORIT --CDOT

CARITA TORIT is development and humanitarian wing of the Catholic Diocese of Torit (CDOT). It is registered in 2013 with the Ministry of Justice in accordance with South Sudan New NGO Act 2003, and further registered with Relief and Rehabilitation Commission (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 the Livelihood project in Magwi county and Torit County. Thus, seeking to recruit assistant Project Officer who will be effectively involved in the implementation of the livelihood project. The assistant Project Office reports to the project officer respectively.

SUMMARY OF THE JOB:

Position Title	Project Assistant officer (1) position
Report to	Project officer
Duty station	Torit
Contract Type	Standard
Employment start Date	As soon as possible
Salary	400 to 600 dollars according to Caritas Torit salary policy
Eligibility	South Sudanese nationals only
Advertisement date	19-23 June 2023
Advertisement closing deadline	23 June 2023

JOB SUMMARY

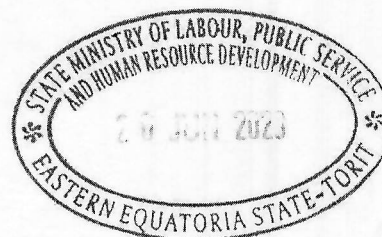
The incumbent is required to provide support in the planning, execution, monitoring, trainings and capacity building support. Duties include tracking project progress; assisting in budget preparation; monitoring work plan execution and writing project related reports and other documentation and coordinating and scheduling of project meetings.

RESPONSIBILITIES AND DUTIES

- Support project officer in implementing livelihood project interventions in Torit County and Magwi County.
- Support project officer in track the progress of projects using appropriate project management tools and techniques.
- Helps prepare budget activities, and assists in managing and monitoring budget expenditure and revisions and provides interim status reports of all projects.
- Assists project officer in the collection, compilation and analysis of data relative to the programme.
- Coordinates and schedules meetings with farmers groups and VSLA groups weekly and monthly.
- Assists in coordination and organisation of relevant training for VSLA groups and farmers groups.
- Provides assistance in the maintenance of financial records on the utilisation of funds during project implementation.
- Provide support in the execution and implementation of the project activities according to the project work plan.
- Provides support in developing monitoring and evaluation tool to track project implementation process.
- Support in organizing, forming and training of farmers groups and VSLA groups
- Assists in weekly and monthly writing reports and other project related documentation.
- Performs other related duties as required.

QUALIFICATIONS, EXPERIENCE AND COMPETENCE

- A degree or Diploma in Agriculture, Economics, Business Administration, Finance, Social Science, Community Development or related field
- Minimum of two years' experience in project programming, entrepreneurship, vocational training, social work and community mobilization. Proven experience in relations with private sector. Experience in project management.
- 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.
- 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

1. 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.
2. 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.
3. The expiry date of application is on 23/06/23 at 4:00 pm.
4. 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.

