



Community Empowerment  
For progress organization  
-CEPO

Central equatorial State-Hai Nieem-Juba  
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Job Advertisement

**Position:** Project Officer (1) Position  
**Organization:** Community Empowerment for Progress Organization (CEPO)  
**Contract Duration:** One (1) Year with possibility of extension subject to Satisfactory performance.  
**Duty Station:** Yei with field visits to Lainya, Kajo-keji and Morobo  
**Deadline for applications:** 20<sup>th</sup>/Oct/20201 at 4:00 PM  
**Report to work:** As soon as possible

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Approved by  
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30/9/2021



**Purpose:**

Community Empowerment for Progress Organization (CEPO) is looking for one (1) Project Officer who is locally based in Yei to contribute in the implementation of the Project titled as “**Locally Driven Solutions for Social Cohesion and promoting early recovery in the country’s former bread basket- Central Equatoria State, South Sudan**”. This project is to be implemented in partnership with United Nations International Organization for Migration (IOM); Finn Church Aid (FCA) and Support for Peace and Education Development Programme (SPEDP).

**Background:**

Community Empowerment for Progress Organization (CEPO) is a South Sudanese Non-Profit, Civil Society Organization founded in Khartoum in 1999 and with initial registration by the Ministry of Justice on 17<sup>th</sup>/Nov/2010 with yearly renewal of its Certificate of Operations. At its inception, the organization was mainly looking at establishment of Justice and Confidence Centre for provision of legal aid services, peace building and conflict transformation through peace dialogues. CEPO is engaged in thematic areas such as Peace and conflict mitigation, human rights, rule of law, livelihood, governance, democratic transformation and sustainable development.

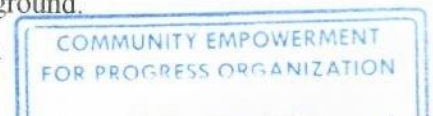
With IOM led Consortium, supported by the United Nations Multi Partners Trust Funds under the project titled as “**Locally Driven Solutions for Social Cohesion and promoting early recovery in the country’s former bread basket- Central Equatoria State, South Sudan**”. CEPO will be conducting trainings and workshops in order to build trust and confidence among the armed actors and the civilians in Lainya, Kajo-keji, Yei and Morobo Counties; given the soaring relationships between the armed actors and the civil population in Southern Central Equatoria State. The aim of this project is to reduce violent conflicts between the armed actors and the civilians/returnees.

**Job Responsibilities:**

The primary responsibility of the Project Officer is to ensure that the Project “**Locally Driven Solutions**” meets the main objectives; amplify the outputs to achieve the desired goals/outcomes. The Project Officer shall be expected to:-

- Lead the implementation of the project activities in the project locations in consultations with the Project Manager/Focal Person and other implementing partners on the ground.

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- Conduct debriefing meetings with the partners and the local authorities before carrying out trainings and workshops. He/she seeks activity approvals from local authorities in collaboration with field officers.
- Plan, Coordinate and communicate when, where and how to conduct project activities in consultations with the Project Manager/Focal Person and with support from field officers and other implementing partners in the project locations.
- Serves as the direct supervisor to the field officers providing technical support on how to implement the project activities in the project locations.
- Provide leadership, team work, transparency and accountability on the financial management and reporting in the project locations.
- Develop networks of partnerships at the local level to ensure Communities' participation, ownership and sustainability of the project.
- Gathers, analyze and utilize the data and feedback to identify opportunities to improve the relationship within and between CEPO, implementing partners and the line Ministries.
- Assesses activities and track results against Monitoring and Evaluation to ensure that the project is achieving the desired results.
- Provides support in designing work plans and budgets with the project manager's guidelines in the head office.
- Maintain thorough and timely reporting by providing quarterly narrative and financial reports.
- Keeps daily and proper records of the day to day activities of the project so that he/she doesn't forget.
- Ensures proper filing and records of project documents in a manner that is safe and easily accessed by the office.
- Updates and inform his/her Supervisor on the day to day activities of the project in order to ensure smooth and orderly flow of information from the field offices to CEPO head office and then to the donor.
- Adhere or comply with organizational policies, directives and any assignment given to him/her in line with the position by the Supervisor or CEPO.
- Attends both internal and external meetings relevant to CEPO including Technical Working Groups (TWG) and Area Reference Groups (ARGs) coordination meetings.
- Maintain close working relationships with his/her Supervisors, subordinates and key government officials both at Local, State and National levels.
- Participates in conducting trainings and workshops for beneficiaries at the County or Payam levels.
- Takes up any other assignment as deemed necessary by the supervisor.

**Jobs Requirement:**

**Education:** Bachelor Degree in Community studies/Social works, Project Management, Conflict Studies, International Relations, Development Studies.

**Language:** Excellent written and spoken English and Juba Arabic; local languages advantage

**Experience:** At least 2– 3 years' progressive experience in a similar post. This is a mandatory requirement preferably with a national or international nonprofit organizations.

**How to apply:** Interested South Sudanese applicants are invited to submit their cover letters, CVs, educational qualifications, working experience with valid contacts.

**Emails:** cepo-southsudan.org or [mori.misak@yahoo.com](mailto:mori.misak@yahoo.com)

**Please note that we will assess the applications as they are received and only short listed Candidates will be contacted.**

