Hold the Child is a National Non-Governmental Organisation working alongside vulnerable children, youth and women in disaster-affected and under-developed communities. Registered under the South Sudan NGO Act 2016 and operational since 2011, we strengthen the resilience and capacity of families and communities to meet their obligations to children through community-centred child survival, protection, education and livelihood initiatives. Hold the Child is expanding its youth and women economic empowerment portfolio and is pre-qualifying candidates for an anticipated market-led vocational training, enterprise development and employment services project.

Vacancy Announcement

Job Title:	Career Guidance and Jobs Placement Officer
Duty Station:	Bor, Jonglei State
Start Date:	As soon as Possible
Application Deadline:	**16th November 2026**
Duration:	12 Months

Job Purpose

The Career Guidance and Jobs Placement Officer will deliver career orientation, counselling and employment services to youth and women, and will secure industrial attachments, internships, apprenticeships and job placements through private sector partnerships and the integrated business, innovation and employment hub.

Key Responsibilities & Accountabilities

Result 1: Career Guidance and Counselling

Deliver regular group and individual career guidance on wage and self-employment pathways before, during and after training; support youth to develop professional profiles and register on employment and digital marketplace platforms; operate career services from the youth hub.

Result 2: Industrial Attachment and Job Placement

Identify and engage employers; place and monitor trainees in industrial attachments, internships and apprenticeships; manage internship allowances and placement records; organise job fairs and employer engagement events.

Result 3: Records and Reporting

Maintain accurate, confidential databases of counselling sessions, placements and employer feedback; contribute to tracer studies, employer satisfaction surveys and progress reports.

Requirements (mandatory)

- Bachelor's degree in Human Resources, Business Administration, Psychology, Education, Social Work or a related field.
- At least 3 years of experience in delivery of career guidance and counselling, industrial attachment, private sector engagement and/or human resources management.
- Knowledge of local regulations and policies on trade and labour.
- Fluency in English and Arabic and/or the local language of the duty station.

Desirable

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- Established network with employers, business associations or chambers of commerce in the duty station.
- Experience using digital job-matching or employment platforms.
- Experience counselling young women and persons with disabilities.
- Familiarity with the communities, culture and context of the duty station.
- Female candidates and persons with disabilities are particularly encouraged to apply.

Submission

How to Apply

Interested candidates who meet the above conditions should submit, in a single PDF: (i) a cover letter stating the preferred duty station and availability; (ii) a detailed CV showing month/year start and end dates for each position held; (iii) copies of academic certificates; and (iv) contact details of at least three professional referees, including a recent supervisor.

Send applications to the Human Resource Officer at jobs@holdthechild.ngo before 16th November 2026 at 5:00pm South Sudan time.

Applications will be reviewed on rolling basis

Shortlisted candidates will be asked to confirm their availability and sign a statement of exclusivity and availability for the project. Engagement is subject to successful contract award.

Hold the Child has zero tolerance for sexual exploitation and abuse, child abuse, fraud and corruption. All selected candidates will undergo reference and safeguarding checks and must sign the Child Safeguarding and PSEA policies.

Female applicants are highly encouraged.

Please note that only shortlisted candidates will be contacted. Do not submit original documents. Hold the Child does not charge any fee at any stage of recruitment.

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