



**JOB ADVERTISEMENT**

<b>Job title:</b>	<b>Civic Engagement Center (CEC) Coordination Assistant (For South Sudanese Nationals Only)</b>
<b>Duty Station</b>	Juba
<b>Reports to:</b>	National Civic Engagement Centers Manager
<b>Starting Date</b>	Immediate
<b>DI is an equal employment opportunity employer and strongly encourages qualified female candidates to apply.</b>	

**SUMMARY OF JOB PURPOSE:**

Democracy International (DI) seeks to hire a Civic Engagement Center (CEC) Coordination Assistant for its USAID supported program in South Sudan, Systems to Uphold the Credibility and Constitutionality of Elections in South Sudan (SUCCESS). Through SUCCESS, DI and its consortium partners are working to promote effective, inclusive, and accountable governance to inform an increasingly stable South Sudan. The CEC Coordination Assistant will work as part of the Programs team to support activities in the Civic Engagement Centers. She or he will provide support to the National CEC Manager in managing the CECs across the country and ensuring effective program implementation.

**Job Duties and Responsibilities:**

- Provide support to the CEC Manager to make sure the CECs run effectively;
- Support development and review of concept notes for CEC activities and support the CEC Manager in organizing for the successful implementation of those activities;
- Reach out to stakeholders and CSO partners to arrange meetings and provide logistical support for events;
- Help compile information from CECs across the country for reporting purposes and provide program-related updates;
- Contribute to activity reports, including for weekly reports, activity updates, and meeting notes and compile relevant information as needed;
- Organizational management responsibilities for events, trainings and other activities, including through:
  - Hospitality support for attendees, external trainers and consultants;
  - Budget development and completion of pre-event checklists to ensure proper planning and preparations;
  - Coordinate with the Operations Team and Programs Team to ensure all logistical and travel arrangements are in place;
  - Record-keeping and organization—hard copy and soft copies on the electronic drive—of invitations, sign-in sheets and other relevant program documents;
- Keep track of activities in all of the CECs across the country and manage updates to the CEC activities calendar;
- Administrative support to the CEC Manager, including reviewing program reports and compiling budget information;
- Travel to CEC sites to provide administrative and financial guidance and support to the CEC officers and assistants;
- Participate as needed in CEC activities, events and trainings;
- Coordinate with the rest of the Programs team to ensure effective planning and achievement of program objectives.

**Qualification Required:**

- Minimum Diploma in Social Sciences, or relevant field
- Past experience in event management and the organization of public or large training events, desired;
- 2 or more years of experience in an international or local organization in an administrative support position;
- Computer competency in MS Office (Word, Excel) and internet
- Fluency in English and national language of the duty station.
- Proof of South Sudanese citizenship/nationality.

Interested candidates should submit their applications and updated CV indicating the position they are applying for in the subject line of their email, by October 04, 2019 either by email to: DI.SSudanjobs@gmail.com or through Hand delivery to: Democracy International, Applications Submission Box , AFEX River Side Camp, Hai Malakal Juba, South Sudan.

Only short-listed candidates will be contacted. Applications received after the closing date will not be accepted.

