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Approved by
Inspector of Labour
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Community Engagement Network
Concord House-Hai Malakal off Konyokonyo Road-Juba-South Sudan
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Job Advertisement

Job Title: Project Officer (1)
Location: Renk County, South Sudan
Reports To: Project Coordinator
Direct Reports: Community Correspondents
Status: Personal Services Contract (PSC)

About CEN

CEN is a participatory South Sudanese initiative that promotes social cohesion and transformation in diverse communities through locally driven innovative multimedia programs. CEN aims at:

- Dissemination of South Sudanese culture through traditional and contemporary media programming and content.
- To support the development of media and its actors as a catalyst for free cultural expression, empowerment, and social inclusion.
- To support the documentation and archiving of South Sudanese culture through multimedia arts to promote intercultural dialogue and inter-community relations between diverse South Sudanese communities.
- Increase community participation and involvement in determining information priorities. Bridging communication gaps between communities and relevant stakeholders

CEN's vision is a socially transformed and cohesive society. The network's overall objective is to harness South Sudanese culture through media and arts as a tool for community engagement through strategic partnerships with networks of media and art actors to engage 1 million people in six locations across the three greater regions of South Sudan by 2024

Position Summary

The post of Project Officer oversees the operations and activities of the refugee crisis emergency humanitarian information services (HIS), one of the community engagement projects by CEN. The Team Leader will report to the Program Manager and work closely and collaboratively with the community correspondents.

This position is based in Renk County, South Sudan with the possibility for occasional travel to other field sites as may be deemed relevant.

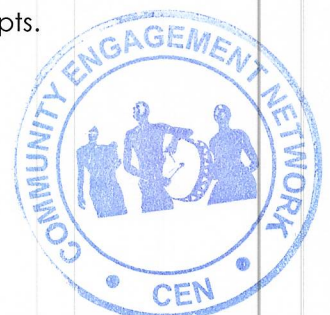
Key Responsibilities

Administrative

- Supervise all support and administration staff, including for procurement and maintenance of supplies.
- Handle HR-related tasks, review, and support staff in the timely completion of activity reports or time sheets.
- Ensure compliance with organizational policies and procedures.
- Address any issues that arise and provide solutions to ensure project success.

Financial

- Prepare financial reports for management and donors.
- Manage the proper documentation and storage of financial receipts.
- Process day-to-day cash payments and entry into the cash book



- Ensure adequate cash is available in the office.
- Prepare monthly cash projections.
- Ensure payments are completed in a timely manner and with proper approvals.
- Support expense reimbursement and reconciliation processes.
- Ensure all payments and transactions are compliant with CEN policies and procedures.

Coordination

- Coordinate with humanitarian agencies and supervise the team.
- Lead on relationships with humanitarian partners (UN and NGO) relevant to the Renk project to strategize about messaging; represent CEN in all relevant coordination fora and through bilateral interaction with key partners; maintain and update a database with relevant contacts.
- Attend agency meetings as needed.
- Participate in meetings and provide updates on the progress of the project.
- Ensure all deliverables are met on time and to the required standard.
- Understanding of and demonstrated commitment to upholding CEN Core Values

Translations and Reporting

- Translate and report weekly program highlights and feedback from Arabic to English.
- Regularly assist staff in interpretation of live interviews with humanitarians and other interviewees from English to Arabic.
- Relay the style and tone of the original language.
- Manage work schedules to meet deadlines.
- Performs other duties as required.

Essential Skills and Experience:

- Minimum 3 years of experience in Operations and Administration
- Demonstrated skills in media, communication, journalism or humanitarian sector.
- Experience in Community Communication and Engagement (CCE) or Communication with Communities (CwC) projects, with a strong focus on the feedback loop from IDPs and refugees into the humanitarian system.
- An understanding of the work of humanitarian and development agencies, including working within the context of refugee protection and assistance, UN cluster system, coordination, and peacekeeping operations.
- Comprehensive knowledge of Microsoft Office suite,
- Strong communication and diplomatic skills.
- Fluency in both Arabic and English is a requirement.
- Other duties as needed.

The person hired won't be provided with flights and accommodation.

Kindly Note that South Sudanese Nationality is required.

How to Apply:

1. Email your application info@cen-ss.org or come to ACTED Based Office in in Hai Al-Imtidad Al-Jadid in Renk at the attention of CEN to deliver your application.
2. Include an attachment of your Resume and CV with three professional referees.
3. Remember to include a telephone number and an email address so we can contact you.
4. ONLY shortlisted candidates shall be contacted for interviews.
5. Please note, these positions need to be filled rapidly.

The **closing** date for receiving applications for this position is **July 25, 2023, at 5:00 PM.** Applications received later than this date will not be considered.

