

VACANCY NOTICE

Job Title	FSL Project Assistant - 1
Location	Renk County, Upper Nile State
Reporting to	FSL Project Officer
Duration	3 months with possibility of extension
Requirement	Include salary expectations in your cover letter
Organization View	

AGENCY FOR CHILD RELIEF AID (ACRA) is a national Non-Profit, Non-Government Humanitarian Organization established by dedicated South Sudanese professionals. ACRA aims to offer sustainable livelihood opportunities to support and improve the lives of vulnerable children and populations in both urban and rural areas of South Sudan. The organization works to ensure access to essential services such as Child protection, Education, Gender-Based Violence (GBV) prevention and awareness, Safe Water Supply, Sanitation facilities, Sustainable Food Security & Livelihoods, Nutrition, and Primary Health Care services while upholding human rights principles and promoting peace and social well-being for all.

Vision: A society where children and vulnerable communities are empowered and equitably access sustainable livelihood opportunities.

Mission: ACRA mission is to provide Hope and Recovery to conflict and natural disaster affected children and communities through engagement in the sectors of Livelihoods, Environment, Education, Protection and Emergency Aid.

ACRA in partnership with CAFOD & Trócaire in Renk County of Upper Nile State is implementing Emergency Food Security and Livelihoods Response for returnees, IDPs and host communities.

Project Goal:

To saving life, meet the immediate and short-term food needs and income sources of the Displaced communities to improved access to food and incomes to reduce vulnerability to food insecurity and malnutrition in IDPs and Host communities.

Outcomes:

- Pressing needs (food, shelter, health or clothing) of returnees, IDPs and vulnerable members of host communities in Renk met
- Improved food security of returnees, IDPs and host communities in Renk.

Roles & Responsibilities/Job Description

FSL Project Assistant – Roles & Responsibilities

Support in Project Activities:

- Assist in executing activity plans and field activities according to project guidelines.
- Support field team in coordination, monitoring, and reporting of project tasks.



- Help set up community structures for input management and sustainability.
- Assist in training farmer groups, enumerators, and mobilizers.
- Support the establishment of demo plots with beneficiary participation.

Logistics & Procurement:

- Coordinate logistics needs for equipment and materials, ensuring timely delivery.
- Assist in procurement processes at the field, following ACRA guidelines.

Documentation & Communication:

- Support documentation of activities, including capturing photos and maintaining reports.
- Facilitate communication between field teams and offices.
- Send weekly activity updates to the supervisor.

Monitoring & Reporting:

- Support monitoring and evaluation activities in line with project plans.
- Assist in compiling and maintaining project records and reports.

Stakeholder Engagement:

- Support coordination with beneficiaries, local authorities, and partners during project activities.
- Attend meetings as required and maintain good relationships with stakeholders.

Additional Tasks:

- Perform any other duties as required by the Line Manager

MINIMUM QUALIFICATION/EXPERIENCE

- Diploma or Bachelor's in relevant fields (Agriculture, Fisheries, Environment, etc.) preferred.
- 1+ years experience in project support or implementation, preferably with NGOs.
- Good communication skills in English; Arabic is a plus.
- Proficient in MS Office.
- Flexible, and eager to learn.

SKILLS AND ATTRIBUTES

- Excellent analytical and logic skills
- Self-starter and independent thinker and willing to follow instructions.



- Team player with friendly personality; able to build strong interpersonal relationships with the local communities.
- Able to work under pressure and with people from diverse cultures and backgrounds.
- Flexible work style and with an interest in being part of a dynamic and evolving team.
- Excellent oral and written communication skills (English and spoken Arabic).

WORK CONDITIONS

The position is field based in Renk County upper Nile State South-Sudan

Applicants must have no history of violation of children’s rights or of Child abuse and sexual exploitation of any kind.

ACRA maintains a **ZERO TOLERANCE FOR SEXUAL EXPLOITATION AND ABUSE**, and enforces strict policies to protect children and vulnerable individuals.

ACRA adheres to stringent data confidentiality and protection regulations that govern research activities. All respondent is required to sign consent forms before providing any information. Any personnel accused of misconduct will be promptly suspended and excluded from the program.

STARTING DATE

Immediately. Note that due to the urgent nature of the position, *the evaluation of applications will be on rolling basis* as we begin to receive applications and the position might be filled before the application deadline.

SUBMISSION OF APPLICATION

The Application can be submitted by email to jobs@acra-ssd.org

Hard copy applications sealed in envelop should be submitted to ACRA Office Compound in Renk County; @ **Entidad Jadid 500 meters – North of Market Centre**. Clearly indicate the Job Title on the back of the envelope.

CLOSING DATE

8- July-2025

OTHER INFORMATION

Please provide the following when applying for this post:

- Curriculum Vitae (CV) that contains details of your qualifications, experience, and present position current or previous position held, contact details and names of three references.



**NB: DO NOT INCLUDE YOUR ORIGINAL ACADEMIC
CERTIFICATES/ DOCUMENTS IN THE HARD COPY APPLICATION**

**Female candidates are highly encouraged to apply
Only short-listed candidates will be contacted.**

