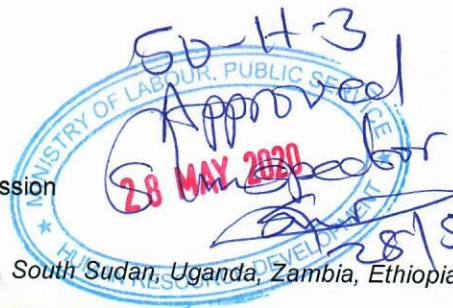


AAH South Sudan
Juba Office: off Munuki Road,
Next to South Sudan Civil Service Commission



Kenya, Somalia, South Sudan, Uganda, Zambia, Ethiopia, Djibouti

VACANCY ANNOUNCEMENT

Date: 23rd May, 2020

Background:

Action Africa Help International (AAH-I) is an African-led, regional organization, working in East and Southern Africa to improve the lives of livelihood-challenged communities. It was first conceived and established in South Sudan. AAH-I has Country Programmes in Kenya, Somalia, South Sudan, Uganda, Zambia, Djibouti and Ethiopia. It has 25 years' experience working with communities in conflict and post-conflict situations, including refugees, internally displaced people and host communities.

AAH-I South Sudan is at the moment managing the implementation of UNHCR Logistics component (Warehouse, Workshop, Fleet and Fuel management) since January 2013 in Juba, Yei, Yambio, Wau, Ajuong Thok, Malakal and Maban.

AAH-I South Sudan Programme is therefore seeking to recruit a competent **South Sudanese national** to fill the below vacant position to be based in Juba

Project: AAH-I/UNHCR Humanitarian Logistics Project
Job Title: Reporting Officer
Location: South Sudan
Duty Station: Juba, South Sudan (with frequent travel to the project sites)
Responsible to: Project Manager
Liaison: Closely work with AAH-I Communications department (H/Q) and Heads of Sectors

Responsible for:

- Supporting the project management in collection, analysis of data and preparation of routine operational reports of activities in South Sudan.
- Continued development and implementation of AAH South Sudan communication strategy for efficient external and internal communication.

Summary of key Responsibilities

1. Management

- Being the reporting focal person, ensuring timely collection, collation and analysis of data from the field for use in compiling and submission of project reports.
- Working in close collaboration with project managers, area Coordinators and sector support compilation of routine institutional monthly progress, quarterly, mid-year and annual reports.



- Collect and collate data for the preparation of concept notes, project proposals, case studies and project briefs. Support the writing process through compiling background information, writing sections and editing.
- Supporting the project management in project planning, data management
- Participating in meetings and preparing minutes

2. Situational awareness

- Reviewing all reporting requirements i.e. routine and ad hoc reporting from the field or as required by Funding partners
- Summarizing information and developing supporting graphics to produce timely reports. Preparing regular Management briefs and memos
- Responding to all requests for information
- Maintaining and conducting regular data back up to secure all data

3. Communication

- Providing communicational support to the AAH South Sudan Programme.
- Develop, compile and submit content for posting on the AAH-I Website.
- Work with project teams to document case studies, best practices etc on programme/project activities to boost learning and visibility of AAH SS's work
- Develop and disseminate communications products (e.g., publications, articles, videos, press materials, power point presentations, graphics, and briefing materials).
- Support the compiling, writing, editing and production of consolidated country Programme reports.
- Support in the implementation of AAH-I's social media strategy by providing content for posting on Facebook, Twitter and other social networking sites.
- Develop and maintain key media contacts to increase coverage of AAH SS activities and presence in media by preparing and organizing media activities such as news articles, press visits etc.
- Facilitate and manage AAH SS internal and external events and related communication materials
- Maintain an updated library of media, photos, and related communication materials.
- Enhance AAH SS's internal communications through regularly updating staff contacts, and tracking proper utilization of official communication tools e.g. email
- Provide general communications support for the programs

Education, Experience & Skills:

- Bachelor's Degree in: monitoring and evaluation, development studies or relevant area.

- 2 to 3 years' working experience in a related field. That should include reporting and documentation, creative writing and data analysis. Should have good mathematical skills
- Mastery of Microsoft Office packages especially Word, PowerPoint, Publisher and Excel.
- Excellent working knowledge and experience with at least one commonly used, high performing graphics software program, particularly Adobe Photoshop and/or InDesign.
- Experience working with website content management systems.
- Excellent written and oral communication skills in English.
- Strong multimedia skills including use of audiovisual and projection equipment

Skills and Special Aptitudes

- Relevant professional experience in a busy program/office setting is highly desirable.
- Superb organizational skills.
- Ability to focus on details.
- Interest in or knowledge of the humanitarian, emergency & development work.
- Ability to work independently and as part of a team.
- Ability to think quickly, effectively to solve problems, handle multiple projects, determine priorities, and meet deadlines under pressure.
- Ability to thrive in a multi-cultural, dynamic environment.
- Excellent interpersonal skills

AAH-I is an equal opportunity employer.

Application letters, Resumes; (indicating telephone number and functional email addresses) and photocopies of documents should be addressed to the HR AAH/UNHCR Logistics Project and send to recruitss@actionafricahelp.org. Hand delivery applications letters should be deposited in a sealed envelope to **AAH/UNHCR Logistics Base, Juba (near JIT Super Market)** or **AAH-I/UNHCR Logistics Base, Jamjang**

Deadline for submission of application is on **16th June, 2020** only pre-selected candidates will be contacted for interviews.

Dr. Richard Ofwono
Project Manager
AAH/UNHCR Project
Juba, South Sudan

