



**NILE SUSTAINABLE
DEVELOPMENT ORGANIZATION
SOUTH SUDAN PROGRAMME**

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VACANCY NOTICE

JOB TITLE	Fund Secretariat Support Officer
DEPARTMENT	Fund Secretariat/ Local Response Pool Fund – South Sudan
LOCATION	Juba, South Sudan
REPORTING TO	Fund Manager/ Local Response Pool Fund SC – South Sudan
OVERALL PURPOSE	<p>The Local Response Pool Fund South Sudan (LRPF-SS) is a local pool fund created by National Non-Governmental Organizations (NNGOs) and Civil Society Organizations in South Sudan with support from Save the Children International, Care International, CAFOD & Trocaire, Tearfund, Christian Aid and the South Sudan NGO Forum with the vision to deliver more relevant, effective and mutually accountable humanitarian assistance, by optimizing the strengths and the capabilities of national organizations, in collaboration with international organizations and other stakeholders.</p> <p>LRPF-SS's objective is to set-up its operational structure for the pool fund; increase availability of funds for rapid local humanitarian action (emergencies and protracted recovery through different granting cycles and channels to rapidly meet the needs and gaps of the affected communities; document success, challenges, opportunities and learning of localization through action by local entities and especially as a channel through which local NGO's can directly reach donors</p> <p>The Fund Secretariat of the Local Response Pool Fund – South Sudan is hosted at the Nile Sustainable Development Organization (NSDO) Juba office. The LRPF-SS Fund Secretariat staff will be recruited by NSDO but will work for the LRPF-SS Fund Secretariat.</p>



	The LRPF-SS is advertising to recruit a South Sudanese national for the position of Fund Secretariat Support Officer in the Fund Secretariat to support the implementation of the LRPF-SS core activities.
COMPETENCIES & PROFESSIONALISIM	Sound knowledge of and exposure to a range of humanitarian assistance, emergency relief and related human rights issues, to include approaches and techniques to address difficult problems; strong analytical capacity and in particular the ability to analyse and articulate the humanitarian and protection dimension of issues which require coordinated response; ability to identify issues and to use sound judgment in applying technical expertise to resolve a wide range of problems; strong research skills, including ability to evaluate and integrate information from a variety of sources and assess impact on the humanitarian rights and protection situation in assigned country/area; ability to work under extreme pressure, on occasion in a highly stressful environment (e.g. civil strife, natural disasters and human misery); ability to provide guidance to new/junior staff; take responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

MAJOR RESPONSIBILITIES
<ul style="list-style-type: none"> • Organizing and managing schedules and calendars for Fund Manager and other FS staff. • Receiving and processing communication channels, including email, phone, and physical mail • Ensure functionality of necessary office equipment, and requisitioning new equipment and supplies as needed • Help in organizing events, including ordering materials and booking conference rooms. • Attend meetings and record notes and messages for Fund Manager and/other staff • Answering telephone calls, responding to queries, and replying to emails. • Preparing expense reports and office budgets. • Systematically filing important documents. • Forwarding all correspondence, such as letters and packages, to staff members. • Arrange travel and accommodation • Develop and implement effective communications activities for LRPF stakeholders. • Write and optimize content for the website and social networking sites. • Handle media enquiries and create effective news releases to gain positive press coverage



- Develop working relationships with key internal and external stakeholders and partners.
- Perform any other duties as may be assigned by the Fund Manager

MINIMUM QUALIFICATIONS/ EXPERIENCE

- Bachelor degree in Business Administration/ public administration, economics or related field, is required
- Minimum of five years of progressively responsible professional experience in humanitarian or development affairs, emergency preparedness, crisis/emergency relief management, project management and budget management are required
- Experience in emergency setting, working with Pooled Funds' CBPF funded NGO is desirable
- Experience in humanitarian financing, e.g. grant management, fundraising, and donor relations for the humanitarian programs is required
- Experience in humanitarian emergencies in the field is required
- Experience in direct project management, monitoring and evaluation, and project supervision is desirable.
- Experience in the design of policies and guidelines pertaining to humanitarian assistance is desirable.

SKILLS/ATTRIBUTES

- English is the working language for LRPf-SS Fund Secretariat. For the position advertised, fluency in English is required. Knowledge of Arabic is desirable
- Excellent analytical and logic skills
- Self-starter and independent thinker, but willing to follow instructions.
- Team player with friendly personality; able to build strong interpersonal relationships.
- Able to work under pressure and with people from diverse cultures.
- Flexible work style and with an interest in being part of a dynamic and evolving team.
- Excellent oral and written communication skills (English and Arabic).
- Committed to NSDO core values as a Christian organization.

WORK CONDITIONS

Based in Juba. The position requires occasional travel to field offices or other LRPf locations for trainings or meetings

JOB COMMITMENT

OPENING DATE

14th February 2023



DURATION OF COMMITMENT	LRPF operates on one-year contracts. However, this contract is for 6 Months with 3 months' probation with possibility of extension pending satisfactory performance and funds.
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SUBMISSION OF APPLICATION	
CLOSING DATE	6 th March 2023
ADDRESS	All applications should be submitted electronically to <i>The Secretariat of the LRPF-SS Steering Committee</i> lrpfssd2022@gmail.com . With copy to R.Rombek1@gmail.com , Applications can also be dropped off at Nile Sustainable Development Organization (NSDO), Hai Tarawa Block 5, house number 279, after Nana Corner Bridge, Juba South Sudan, before closing date of 6th March, 2023 by 5:00 PM . (Please use reference code "Fund Secretariat Support Officer - Juba – Vacancy" in the subject line.)
OTHER INFORMATION	<p>Please provide the following when applying for this post:</p> <ol style="list-style-type: none"> 1. Application letter 2. Curriculum Vitae (CV) that contains details of your qualifications, experience, present position, current remuneration, contact details, and names of three references; 3. Experience certificates; 4. Copy of birth certificate, passport or other relevant identification document. <p>LRPF-SS is an equal opportunity employer. LRPF-SS prohibits discrimination and harassment of any type and affords equal opportunities to employees and applicants without regard to race, colour, religion, sex, disability status</p> <p>Nile Sustainable development organization will undertake background checks of the selected applicant</p> <p>Please note that: Female Candidates are encouraged to apply!</p> <p>Only short-listed candidates will be contacted.</p>

NSDO IS A SMOKE AND DRUG FREE ENVIRONMENT

