



SOUTH SUDAN

## VACANCY ANNOUNCEMENT

For our Humanitarian Action Project in South Sudan, we are seeking a committed

**Project Officer (Child Protection) South Sudan (f/m)**

**Working location:** Bor Town Jonglei State

**Opening date:** 4<sup>th</sup> August 2026

**Closing date:** 21<sup>st</sup> August 2026

**Start of employment:** As soon as possible

**Duration:** 1 year with possibility of renewal based on performance and funding.



### Background

SOS Children Villages in South Sudan established in 2002, is an affiliate member of SOS Children's Villages International, a federation of 137 national associations, working together with a single mission: to ensure that every child grows with love, respect and security. We take action for children as an independent nongovernmental social development organization. We work for children who are orphaned, abandoned or whose families are unable to care for them. We give these children the opportunity to build lasting relationships within a family.

For the effective and successful coordination & management of the Humanitarian Action project Joint Action for Child Protection, SOS Children's Villages is looking for a **Project Officer** to be based in Bor Town Jonglei State.

The purpose of the Project Officer is to ensure that humanitarian action project activities are implemented based on the project proposal and in accordance with donor compliances and requirements. He/she is responsible for the planning, direct implementation, supervision, and reporting of project activities.

### Job roles and responsibilities

#### Project management, Community engagement and Mobilization

- Ensure the effective implementation of designed project plan in the areas of intervention with the support of the Project Coordinator and other project teams





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SOS Children's Villages International holds strict child safeguarding principles and a zero-tolerance policy for conducts of sexual harassment, exploitation and abuse in the workplace and other places where the organization's activities are rendered. Parallel to technical competence, recruitment, selection and hiring decisions will give due emphasis to assessing candidates value congruence and thorough background checks, police clearance reference check processes".



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- Responsible for the planning, daily management, and implementation of project activities.
- Develops monthly and quarterly detailed implementation plans (DIP) and act accordingly.
- Responsible for the timely submission of well-prepared monthly project updates to project coordinator.
- Enhanced safeguarding capacities of refugees/returnee's camps, as well as host communities and access to information/training on child protection GBV prevention, and support and services for survivors of CP/GBV
- Improved ability of communities and implementing partners to measure the vulnerability (disability, children, gender) of their target participants and to strengthen their resilience to crises.
- Establishing and strengthening community-based Child Protection Committees (CP&A Group)
- Support in identifying the child protection risks, gaps & concerns, to develop an action plan in the refugees, returnee's camps and the host communities to address those risks on self-help basis or using the resources available in the community
- Discovering, Identifying Monitoring & Referring child Safeguarding cases as per the agreed interagency protocols and procedure.
- Ensure the project is implemented in line with the Project proposals or requirements and in accordance with humanitarian principles and standards.
- Working closely with project coordinator and finance team to ensure that the project budget is spent according to the SOS CV's and donors' regulation and whether within the appropriate timeframe.

Ensure and contribute for proper utilization of the project budget and monitor the spending per activity.

### **Community empowerment**

- Undertake information dissemination in a timely and understandable manner to all stakeholders
- Ensures that all project activities are carried out with full participation of the individuals, community, CBOs, government sector offices, and other stakeholders.
- Participate and coordinate organization of sensitization, awareness campaigns and trainings for the community tailored to the refugees, returnees and host community needs
- Facilitate active participation of the communities in planning, implementation, monitoring and evaluation of community development initiatives.
- Build the capacity of the project participants to collectively engage local leaders on identified issues.

### **Monitoring, Evaluation, Learning and Reporting**

- Conduct regular supervision and monitoring against project objectives and reports project coordinator on time.
- Monitor the implementation of planned activities and community level engagements.



- Ensures that MEL findings/results are reported, documented, and contribute for similar planning.
- Support other MEL tasks such as conduction of need assessments, midterm, and end of project evaluation; organize quarterly review meetings, joint monitoring visits of EJR project.
- Periodically visits field activities and provide formal and informal feedback to supervision in terms of adequate and inadequate progress as well as recommendations for improved performance.
- Provide ongoing feedback to project activities and propose adjustments in annual implementation plans according to emerging needs and priorities.

### **Competencies, knowledge, skills, education and experience**

- University degree in community development, social work, Sociology and social sciences or related field
- Minimum 3 years professional work experience with relevant projects
- Good understanding of the refugees, returnees and host community including but not limited to access to social rights and benefits, stakeholders and gaps
- Experience in representation and networking
- Excellent analytical and strategic skills
- Strong interpersonal skills and demonstrated ability to establish effective working relations with local staff and other stakeholders
- Strong computer skills
- High professional ethics
- Knowledge of local language ( Arabic) is essential
- Ability to work in a multicultural environment
- Proactivity, with a sound commitment to teamwork and with a spirit of genuine collaboration
- Strong initiative and self-motivated, with a strong commitment to humanitarian principle and high sense of ethics
- Excellent communication skills, as well as patience and politeness, are needed
- Ability to cope with high workload and stress and identify priority activities and assignments, and adjust priorities as required
- NGO experience with similar responsibilities is preferred.

### **Child Safeguarding**

SOS Children's Villages South Sudan is committed to safeguarding children and vulnerable adults. The successful candidate must comply with the organization's Child Safeguarding Policy, Code of Conduct, and Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) standards. Employment is subject to satisfactory reference checks and other applicable pre-employment screening.

### **How to Apply**

Applications including at least three traceable referees should be sent electronically to: [info@sos-southsudan.org](mailto:info@sos-southsudan.org) or physically deliver a hard copy to SOS Children's Villages Office, located at Hamza Inn Limited Juba Town or CINA Bor field office in Bor town, Jonglei state.



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For our Humanitarian Action Project in South Sudan, we are seeking a committed

Finance and Administrative Officer , South Sudan (f/m)

Working location: Bor Town Jonglei State

Opening date: 4<sup>th</sup> August 2026

Closing date: 21<sup>st</sup> August 2025

Start of employment: As soon as possible

Duration: 1 year with possibility of renewal

**Background**

SOS Children's Villages, South Sudan is an affiliate member of SOS Children's Villages International, a federation of 137 national associations, working together with a single mission: to ensure that every child grows with love, respect and security. We take action for children as an independent nongovernmental social development organization. We work for children who are orphaned, abandoned or whose families are unable to care for them. We give these children the opportunity to build lasting relationships within a family.

For the effective coordinate & support the operation of Humanitarian Action Joint Action for Child Protection Project, SOS Children's Villages in South Sudan is looking for a suitable Finance and Administrative Officer to be based in Bor town Jonglei State.

**Key performance areas and main responsibilities:****Prepare and Receive payments**

- Checks, counts and receives payments made to SOS-CVSS and provides an official receipt thereon.
- Deposits daily money received by cash and cheque to bank account.
- Review & prepares payment requests for accuracy, completeness, compliance, level of authorization and clarity on the invoices
- Advances cash for authorized expenditures of the organization, ensuring completeness and correctness of supporting documents
- Follow-up and control payable and receivable accounts.

**Petty Cash Management**

- Maintains petty cash fund and replenishes fund with program accountant or finance & admin officer against proper payment vouchers.
- Process petty cash disbursements for project-related expenses, ensuring proper documentation and approvals.
- Regularly update the petty cash ledger and reconcile balances against physical cash.





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- Prepare and submit petty cash replenishment requests, including a detailed breakdown of transactions.
- Conduct periodic cash counts to verify fund balances and ensure accuracy.

### **Process Payment**

- Follows-up timely payment of withholding tax, Pension and income tax to relevant government
- Effects payment of bills such as telephone, electricity, water, etc. upon approval of the same.
- Notifies immediately the project Coordinator, project finance and admin officer & location Finance department manager of any overage or shortage incurred.

### **Documentation**

- Keeps properly cash and cheque pad, printed receipts and transaction documents in safe custody.
- Keeps record of amounts received and paid, reconciles cash at hand with recorded balance.
- Takes part in inventory control of assets and stock items
- Assists the Location Finance department or project finance and admin officer in the Implementation of the internal control system and financial procedures and manual of the organization.
- Provide technical support to the project team or program location units in SOS Children's Village Program Location in financial management related issues.
- Compiles and submits daily receipts and payments to the project finance & admin officer with the necessary supporting documents.

### **Safeguarding**

- Responsible for showing behavior and all relationships are based on the Sexual Misconduct Regulation, Child Protection Policy and in line with the Code of Conduct and that they adhere to it in every situation.
- Responsible for reporting any safeguarding suspicion, concern, allegation, or incident immediately, following safeguarding reporting procedures.
- Conduct themselves per the Code of Conduct, Safeguarding and Local/Country Policies and Procedures.

### **Competencies - knowledge, skills, education and experience**

- Bachelor's degree or diploma in accounting, business administration or any other related course
- Four years of experience as a cashier



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- Minimum of 4 years of experience working with international organizations with similar projects.
- Understanding of donor compliance requirement and local financial regulation.
- Familiarity with local financial regulation and compliance standards for NGO projects.
- Ability to prepare detailed financial reports, and reconciliation statements on project implementation activities
- Experience in financial forecasting and cost management on project implementation
- Excellent written and oral communications skills in English. Arabic as an additional language would be an advantage
- Excellent Computer skill (MS word, MS excel)
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## VACANCY ANNOUNCEMENT

**For our Humanitarian Action Project in South Sudan, we are seeking a committed  
Project Monitoring & Evaluation Officer (f/m)**

**Working location:** Bor County Jonglei State.

**Opening date:** 4<sup>th</sup> August 2026

**Closing date:** 21<sup>st</sup> August 2026

**Start of employment:** As soon as possible.

**Duration:** 1 year with possibility of renewal based on performance and funding.



### Background

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For the effective, successful coordination & management of the humanitarian Action Joint Action for Child Protection Project, SOS Children's Villages in South Sudan is looking for a Monitoring & Evaluation Officer to be based in Bor town to support MEAL activities in the Jonglei State.

### Tasks and Responsibilities:

- Guide and coordinate the review of the project log frame during project design.
- Provide technical support for the revision of project performance indicators
- Ensure realistic intermediate and end-of-project targets are defined
- Support assessments or baseline study (situation at project start)
- Identify sources of data, collection methods, who collects data, how often, cost of collection and who analyses it.



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- Ensure all critical risks are identified
- Identify the core information needs of the different stakeholders in each project.
- Identify the requirements for collecting impact monitoring data, prepare terms-of-reference as required.
- Clarify M&E responsibilities of different project personnel.
- Conduct capacity assessment regarding M&E, and or existing capacity of program staff.
- Contribute to the development of the Annual Work Plan, ensuring alignment with project strategy, agreement on annual targets and inclusion of M&E activities in the work plan.

### **Implementation of M&E Activities**

- Oversee and execute M&E activities included in the Projects Annual Work Plans, with particular focus on results, impacts, best practices, lessons learned, emerging issues and setbacks in implementation.
- Based on the annual work plans, and particularly the programme budgets, design the framework for the physical and process monitoring of project activities
- Promote a results-based approach to monitoring and evaluation, emphasizing results and impacts.
- Coordinate the preparation of all project reports. Guide staff and partners in preparing their progress reports in accordance with approved reporting formats and ensure their timely submission. This includes monthly reports, quarterly progress reports, annual project report, and ad-hoc technical reports.
- Prepare consolidated progress reports for project management, including identification problems, causes of potential bottlenecks in project implementation, and providing specific recommendations.
- Check that monitoring data are discussed in the appropriate forum and in a timely fashion in terms of implications for future action.
- Undertake regular visits to the field to support implementation of projects M&E and to identify where adaptations might be needed.

### **Requirements:**

- Minimum three years' experience executing M&E for international organization implementing programs.
- BS degree in Statistics, Demography, Epidemiology or other related discipline, including social sciences.
- Detailed knowledge of key M&E concepts, tools and best practices; experience working with both quantitative and qualitative data collection and analysis methodologies; familiarity with routine management of information systems.

### **Required Qualifications and Experience:**

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- Bachelor's degree or diploma in monitoring and evaluation, accounting, business administration or any other related course
- Five years of extensive experience, progressively responsible working in MEAL position programming and extensive experience in using M&E software.
- Competencies on monitoring and analysing data and accordingly advising the project coordinator on lesson learn, gap and corrective actions .
- Excellent written and oral communications skills in English. Arabic as an additional language would be an advantage
- Ability to work under pressure and willingness to work flexible hours in the event of emergencies
- Good interpersonal skills with the ability to communicate and negotiate clearly and effectively at all levels, considering cultural and language difficulties.
- Commitment to SOS Children's Village values, including willingness to abide by and enforce the financial policies.

### Child Safeguarding

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## VACANCY ANNOUNCEMENT

**For our Humanitarian Action Project in South Sudan, we are seeking a committed  
Project Coordinator, South Sudan (f/m)**

Working location: Bor Town Jonglei State.

Opening date: 4<sup>th</sup> August 2026

Closing date: 21<sup>st</sup> August 2026.

Start of employment: As soon as possible.

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### About SOS Children's Villages South Sudan

SOS Children's Villages South Sudan is a child-focused humanitarian and development organization dedicated to ensuring that every child grows up with the care, protection, and support they need to thrive. Through emergency response and long-term development programmes, SOS Children's Villages works with communities, government institutions, and partners to protect children's rights and strengthen families.

### About the Project

The **Joint Action for Child Protection Emergency Response Project** aims to improve the protection, safety, and psychosocial well-being of children affected by emergencies through integrated child protection services, case management, psychosocial support, community-based protection mechanisms, family strengthening, and coordination with humanitarian partners.

### Position Summary

SOS Children's Villages South Sudan seeks for a dynamic, experienced, and results-oriented **Project Coordinator** to lead the implementation of the Joint Action for Child Protection Emergency Response Project. The Project Coordinator will provide technical and operational leadership, ensure quality implementation, coordinate project teams and partners, stakeholder engagement, monitor project performance, and ensure compliance with donor and organizational policies.

### Key Responsibilities

- Lead the overall planning, implementation, monitoring, and reporting of project activities.
- Develop and monitor project work plans, implementation schedules, and budgets.
- Supervise project staff and provide technical guidance and performance management.
- Ensure quality child protection programming in line with humanitarian standards and organizational policies.

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- Coordinate closely with government ministries, humanitarian coordination mechanisms, UN agencies, local authorities, community structures, and implementing partners.
- Oversee project monitoring, data collection, documentation, and learning.
- Prepare timely narrative reports, donor reports, and project updates.
- Ensure effective financial management in collaboration with the Finance Department.
- Monitor project risks and implement mitigation measures.
- Ensure safeguarding, accountability to affected populations, gender equality, and inclusion are integrated throughout project implementation.
- Represent SOS Children's Villages South Sudan in coordination meetings, technical working groups, and relevant forums.

### **Required Qualifications and Experience**

- Bachelor's degree in social work, Development Studies, Project Management, International Development, Sociology, Public Administration, or a related field. A master's degree is an added advantage.
- At least five (5) years of progressively responsible experience managing humanitarian or child protection programmes, with a minimum of three (3) years in a coordination or leadership role.
- Demonstrated experience implementing child protection emergency response projects funded by institutional donors.
- Strong understanding of child protection in emergencies, case management, psychosocial support, safeguarding, and humanitarian coordination mechanisms.
- Experience working with government institutions, UN agencies, NGOs, and community-based organizations.
- Strong project planning, budgeting, monitoring, and reporting skills.
- Excellent communication, facilitation, negotiation, and report-writing skills.
- Proficiency in Microsoft Office applications.
- Fluency in English is required; knowledge of local languages is an asset.

### **Core Competencies**

- Leadership and team management
- Strategic planning and coordination
- Problem-solving and decision-making
- Stakeholder engagement and partnership building
- Results orientation
- Accountability and integrity
- Cultural sensitivity and adaptability

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