

Approved  
Stamp 20/10/2023



**Vacancy Announcement**  
**Project Assistant**  
**CARITAS SWITZERLAND SOUTH SUDAN**

<b>Organisation &amp; programme information</b>	<p>Caritas Switzerland (CaCH) is an International Non-governmental Organisation (INGO) which works worldwide and adheres to international humanitarian principles.</p> <p>In South Sudan, CaCH and its partners implement comprehensive recovery projects that aim for increased resilience among the target population and improved livelihoods for returnees and host communities through alternative income opportunities, natural resource management, and improved agricultural methods.</p> <p>Caritas Switzerland is currently seeking a <b>Project Assistant</b> for the project.</p>
<b>Position</b>	Project Assistant ( 1 Position)
<b>Reporting to</b>	Project Officer
<b>Workplace</b>	Magwi
<b>Starting date</b>	November 2023
<b>Duration</b>	1 year with possibility of extension
<b>Key tasks &amp; responsibilities</b>	<ul style="list-style-type: none"> <li>• Regularly conduct field visit to all the project sites</li> <li>• Conduct trainings to the beneficiaries.</li> <li>• Actively participate in activities conducted on the demonstration gardens, ensuring the right practices are show cased</li> <li>• Work hand in hand with authorities in the implementation of the project</li> <li>• Review and acknowledge activity reports from the county Extension officers and Boma extension workers</li> <li>• Conduct other assignment visits and trainings to support partner organization activities</li> <li>• Conducting agro- ecological awareness and demonstrations to beneficiaries</li> <li>• Helping farmers in decision making and ensuring that appreciate knowledge is implemented to obtain the best results with regards to sustainable production and rural development</li> <li>• Innovate solutions to challenge in farming and contribute to adoption of improved sustainable farming techniques</li> <li>• Provide time to time monitoring and evaluation of the progress of the project</li> </ul>
<b>Essential requirements &amp; qualifications</b>	<p><b>MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Diploma/Certificate in Agriculture, Horticulture, Agro-forestry crop production or any other related field of study</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• At least 4 years of experience in a similar position with a local or international NGO.</li> </ul> <p><b>Language:</b></p> <ul style="list-style-type: none"> <li>• Fluency in both spoken and written English and Arabic, language is an asset.</li> </ul> <p><b>DESIRABLE QUALIFICATIONS AND COMPETENCIES:</b></p> <ul style="list-style-type: none"> <li>• Basic computer literacy.</li> <li>• Good knowledge of training skills using participatory approaches.</li> <li>• Good experience of working in the field highly desirable.</li> <li>• Excellent riding skills MUST be in position to provide a valid riding license</li> </ul>



- Ability to work as part of a team with minimum supervision
- Ability to multi-task, set priorities and work under tight deadline
- Strong inter-personal, cultural and diplomatic skill
- Good communication and report writing
- Flexible, proactively sound and innovative
- Knowledge of the local language would be an added advantage.
- Friendly, honest, humble and able to relate to people from all backgrounds with ease
- Proven motorcycle riding skills

**The position is open only for South Sudanese Nationals**

Interested candidates should submit the following documents:

- Application Letter (max 1 page)
- Curriculum Vitae (CV) with names and contacts of three referees who should be present or former direct supervisors
- Copy of certificate(s)

**DO NOT SUBMIT ORIGINAL DOCUMENTS**

Please send your application to Caritas Switzerland by email to [jadokorach@caritas.ch](mailto:jadokorach@caritas.ch) and [tgonda@caritas.ch](mailto:tgonda@caritas.ch) cc, [idorji@caritas.ch](mailto:idorji@caritas.ch)

Hand deliver your application to Caritas Switzerland Office in Torit with the envelope clearly labelled To: Human Resources, Caritas Switzerland: Position, **Project Assistant** the latest by **17<sup>th</sup> November 2023**.

*Female candidates are strongly encouraged to apply.*

*Only shortlisted candidates will be contacted.*

*Caritas Switzerland reserves the right to cancel the recruitment process any time.*

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**Website**

[www.caritas.ch](http://www.caritas.ch)

