



Job Advertisement

Position:	Program/Project Officer
Location:	Juba
Period:	12 Months with a possibility of extension
Department:	Construction & Engineering
Advertisement Date:	30 th September, 2022

About Us.

As a Company, Consult (SS) Limited is committed to building a team that is inclusive across race, gender, age, religion, identity, and lived experience. We are committed to building a sustainable Company that is professionally managed, profitable, self-sustaining and socially responsible, an enterprises providing leading globally recognized services at a simplified one source point, in an ethical manner. Consult (SS) Limited is seeking for a service of a dedicated and competent a South Sudanese to fill the post of a Program Officer.

Job Description

Job Overview:

We are seeking a dedicated, organized, and efficient Program Officer to join our team. You will work with the Management team in this role to coordinate and accomplish the necessary project tasks and requirements. The candidate must have an eye for detail and a go-getter personality, ready to help synchronize all the project elements and make them operate successfully. Some duties may include coordinating project activities to ensure cost, schedule, document control, and quality standards are met. Under the direction of the Supervisor, the Program Officer is expected to take on any/all tasks in the quest to learn all he/she can about the industry.

General Responsibilities:

- Assist the Project manager/Head of Operations in the execution of the management plan for assigned projects
- Help coordinate and manage a project from inception to completion
- Review project designs and contributes ideas for cutting costs

- Carry out daily operational tasks in an effective and timely manner
- Track and directly report project status updates to the project manager
- Organize, file, and maintain all current project documents
- Enter information into and manage the digital project databases
- Assist in ensuring compliance with necessary specifications
- Help create, manage, and maintain project budget
- Help create and adhere to project timeline and calendar
- Schedule meetings, phone calls, site visits, etc.
- Consult with and gather information from technicians, engineers, contractors, etc.
- Maintain positive vendor and client relationships
- Ensure project adheres to set schedule and is meeting goals of the client
- Proficient in Microsoft Suite and other management software
- Organized and detail-oriented
- Adaptable and calm under pressure

Knowledge, skills and experience desired

- MUST have a BS in Construction Management, Engineering, or Architecture
- Strong Administration skills
- Attention to detail, with the ability to see and understand the ‘bigger picture’
- Excellent IT skills (mapping, drawing, excel, coming up with BOQ, working with budget spreadsheets and cash flows)
- Strong negotiation skills with the ability to influence others
- Ability to work on different tasks at the same time and juggling priorities.
- Ability to understand the needs and requirements of clients.
- Ability to draw and read plans and understand construction plans (technical documentation)
- Excellent interpersonal communication skills for fostering good relations with staff, supporters, funders and trustees.
- Good diplomacy

In accordance with the Company’s policies, this position is open to South Sudanese Nationals only. All employment decisions at Consult (SS) Limited are based on business needs, job



requirements and individual qualifications, without regard to age, disability, gender reassignment, marital status, pregnancy or maternity, race or religion, sex or sexual orientation.

Interested candidates should submit their letter of interest, academic papers with their CVs to hr.consultsouthsudan@gmail.com copying consult.southsudan@gmail.com or hard copies can be hand delivered to our liaison office at Nzou Group of Companies located at Hai Malakal, Plot No. 139 Block AXIII Opposite Jass Middle Class from 08:00 – 16:00 Hours from Monday to Friday. ***Only shortlisted candidates shall be conducted for interview***

The deadline for application submission is Friday 14th October, 2022 at 16:00hours CAT

Head of Operations.....

