



JOB ADVERTISEMENT	
Job Title:	Program Assistant – Education and Civil Society - <u>(For South Sudanese Nationals Only)</u>
Duty Station	Juba
Reports to:	Senior Education Officer
Starting Date:	Immediate
<i>DI is an equal employment opportunity employer and strongly encourages qualified female candidates to apply.</i>	

SUMMARY OF JOB PURPOSE:

Democracy International (DI) seeks to recruit a Program Assistant its USAID-funded program in South Sudan, Systems to Uphold the Credibility and Constitutionality of Elections in South Sudan (SUCCESS). Through SUCCESS, DI and its consortium partners are working to promote effective, inclusive, and accountable governance to inform an increasingly stable South Sudan. The Program Assistant will work as part of the Programs team, responsible for assisting in the coordination of all of the SUCCESS education activities throughout the country. He or she will work closely with the Senior Education Officer and the entire Programs team to ensure effective programming and coordination across all SUCCESS activities and partners, as well as with the other SUCCESS departments.

Job Duties and Responsibilities:

The Program Assistant major responsibilities are as follows:

- Provide support to the Senior Education Officer and the civil society team on the successful implementation of the SUCCESS program
- Reach out to stakeholders and CSO partners to arrange meetings and provide logistical support for program events
- Help compile information from education and other civil society programming across the country for reporting purposes and provide program-related updates
- Contribute to activity reports, including for weekly reports, activity updates, and meeting notes, as well as compile relevant information as needed
- Organizational management responsibilities for events, trainings and other activities, including through:
 - i. Hospitality support for attendees, external trainers and consultants
 - ii. Budget development and completion of pre-event checklists to ensure proper planning and preparations
 - iii. Coordinate with Logistics and Operations team to ensure all logistical and travel arrangements for the program team are in place
 - iv. Ensure proper record-keeping and organization of both hard and soft copies of invitations, sign-in sheets and other relevant program documents are saved.
 - v. Keep track of all SUCCESS education and civil society activities implemented across the country, and update the program activities calendar;
- Administrative support to the SUCCESS education and civil society team, including reviewing program reports and compiling budget information;
- Participate as needed in education activities, events and trainings;
- Coordinate with the rest of the programs team to ensure effective planning and achievement of program objectives.
- Carry out any other duties as may be assigned by the supervisor

Qualifications, Knowledge, Skills, and Abilities Required

- Minimum of University Diploma in Education, or related field
- At least 2-3 Years' experience in education-related programs. Experience of working with PTAs in South Sudan will be desirable



- Knowledge of training principles/ methodologies/ methods
- Good understanding of gender issues and rights-based approaches
- Excellent communication skills, listening, planning, supervisory, writing, presentation and facilitation skills
- Proficiency in Microsoft PowerPoint, Excel and Word.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of web-based management systems
- Proof of South Sudanese citizenship/nationality

Interested candidates should submit their applications indicating the position they are applying for and updated CV. This should contain their e-mail address and telephone contact along with three professional supervisory references. Applications should be submitted by the closing date of October 04, 2019, by email to di.ssudanjobs@gmail.com or through hand delivery to Decomcracy International, Applications Submission Box, AFEX Riverside Camp, Hai Malakal, Juba, South Sudan.

Only short-listed candidates will be contacted. Applications received after the closing date will not be accepted.