



Project Assistant

The **Luol Deng Foundation (LDF)** is national NGO registered in the Republic of South Sudan. Our purpose is *empowering youth to realize their limitless potential through sport and development*. LDF creates pathways to opportunities through sport, education, wellness and equality.

Through **sport**, we build character and instill a sense of belonging. Through **education**, we empower young people to go further. Through **wellness**, we secure people's most urgent needs. Through **equality**, we ensure these opportunities are for everyone.

We empower the youth of our nation to be the leaders we need today. We develop opportunities that build a strong foundation for our people at home and inspire our people abroad to return. We build stronger communities through an emphasis on unity and a focus on health and wellbeing. We believe youth are the key to transforming our country and our world because **that's what young people do**.

We exist to accelerate the building of a new South Sudan through unity, optimism, and our most valuable resource: **our youth**.

LDF is seeking a qualified South Sudanese National.

Job Title: Project Assistant.

Duration: 6 Months with possible extension.

Location: Wau Field Office (Field base).



PROJECT ASSISTANT

WHAT YOU WILL DO:

- Write letters and send them to appropriate bodies, and receive incoming mails.
- Create specific strategies for easier and effective execution of projects.
- Maintain contacts with potential stakeholders who may be interested in investing in projects.
- Supervise tasks assigned to project workers as instructed by the director.
- Supervise project workers and ensure that they stick to project specification and guidelines.
- Keep records of all information related to project for documentation, clarification, and presentation to management.
- Draft project proposal ideas and present them to the director with convincing proof for approval.
- Intermediate between the project manager and other workers to prevent agitations that may hinder the smooth flow of project execution.
- Draft project budget monthly and ensure that it meets all necessary protocols.
- As backup to the Project Accountant, duties will include reviewing and processing payment.
- Support finance officer with all duties as necessary and serve as a backup.
- Coordinating with different departments to ensure projects are completed on time.
- Assist with data collection for a research study.
- Assist in the organization and production of grant proposal.
- Provide input to process improvement in streamlined procedures, accurate and high-quality client service.



WHAT YOU WILL BRING:

- Required knowledge, skills & abilities:
- Ability to pay attention to details and work under pressure.
- Good communication Skills.
- Ability to solve problems.
- Ability to plan, organize and manage time effectively to meet deadlines.
- Ability to work in a multi-cultural team and team spirit.
- Good analytical skills and sound judgement.

2) Minimum educational level:

Minimum diploma in project planning and management from a recognize university. A degree in project planning and management will be of added advantage

3) Experience required:

Minimum of 3 years of relevant professional experience

Experience in an international organization is a significant asset.

How to Apply: Qualified candidates are encouraged to submit a soft copy of their full CV with a cover letter only and any additional documents will let to automatic disqualification at this level, email to this: info@luoldeng.org Please save your document using First and last name only

For hand delivery please drop to CARDO Wau Field office located at Hai Daraja, plot #234, Block 21, 2nd class – Wau, Western Bahr el Ghazal – South Sudan, along the Airport Road.

CV and cover letter only.

Deadline 25th /May/2023-13th /June/2023.

Due to the urgent need for this position, we may shortlist before the deadline.

LDF is an Equal opportunity employer LDF consider all applicants on the basis of merit without regard to race, sex and disability.

FEMALE APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY.

