

JOB ADVERTISEMENT

VACANCY NUMBER: PA-FFA/Pibor/002

Job Title: Project Assistant – FFA Technical
Department: Programming
Reports To: Project Officer – FFA Technical
Country/Location: Pibor , South Sudan
Number of people required: (3)



About CRS

Catholic Relief Services (CRS) carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. Our Catholic identity is at the heart of our mission and operations. We welcome as a part of our staff, and as partners, people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS has been operational in South Sudan since 1983, focusing on community-based food and livelihood security through agriculture, health, peacebuilding, WASH, emergency relief, and savings and lending activities.

Job Summary:

As a member of the project team, you will assist project implementation by working directly with local partners and community members, coordinating various GFD, BSFP & SM, distribution project related activities and events in support of CRS' work to serve the poor and vulnerable. Your service and community relations skills ensure that the local partners and communities feed into and benefit from the project that consistently applies best practices and continuously works towards improving its impact.

Roles and Key Responsibilities:

1. Program Planning and Assessments

- Support programming activities at the field level, including beneficiary identification, selection and verification through participatory process and verification; in-kind and cash distributions.
- Participate on community and stakeholder sensitization regarding the food for assets and new Boma ranking.
- Contribute to ensuring accountability to project beneficiaries and local stakeholders. This includes the formation of project management committees (PMC), training and capacity building them.
- Disseminate the information through the pre-distribution address and other appropriate platforms.
- Facilitate the timely distribution of food and cash to project participants.



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- Carry out training and sensitization on natural resources management, community infrastructures development and asset creation.
- Sensitize project participants on protection issues.
- Support the monitoring of project activities at the field level, per the M&E plan through collection of data. Compile data provided at the community level as per project requirements and contribute to the preparation of reports.
- Support community mobilization efforts through communication and information sharing with project beneficiaries at the community level.
- Select and form the Project Management & Community Help Desk Committees from project participants and provide on job capacity building.

Typical Background, Experience & Requirements:

QUALIFICATIONS/EXPERIENCE:

- Senior four, diploma is an advantage.
- 2 Year of work experience in community development and mobilization.
- Additional education may substitute for some experience.
- Computer skills required.
- Experience in WFP programing is an add value.
- Experience in participatory community-based planning

Personal Skills

- Good interpersonal skills and the ability to interact effectively with diverse groups.
- Proactive, results-oriented, and service-oriented
- Observation, active listening, and analysis skills with ability to make sound judgment.
- **Required Languages** Applicants should be conversant and fluent in the local Murle language and reading, writing, and speaking proficiency in English.

Travel - (75% percentage of required travel)

KEY WORKING RELATIONSHIPS:

- **Supervisory:** (None).
- **Internal:** Program Manager; Field Area Coordinator; Microfinance and Adult Literacy Officer; Social Cohesion, Gender, and Protection Officer
- **External:** Partners such as Local Government Authorities, other NGOs, and UN agencies



Agency-REDI Competency (for all staffs)

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Personal accountability: Consistently takes responsibility for one's own actions.
- Act with Integrity: Consistently models values aligned with CRS Guiding Principles and mission. Is considered honest.
- Builds and maintains trust: Shows consistency between words and action.
- Collaborates with others: Works effectively in intercultural and diverse teams.
- Open to Learn: Seeks out experiences that may change perspective or provide an opportunity to learn new things.

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

Equal Opportunity Employer

Gender Competency (for all CRS Staff):

- Values Gender Diversity - Recognizes the importance of having a gender diverse team and promotes a safe and inclusive environment for all staff.

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

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CRS is an Equal Opportunity Employer

- ❖ *By accepting this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.*
- ❖ *Female candidates are HIGHLY encouraged to apply.*
- ❖ *Only short-listed candidates will be contacted.*



Application Submission:

Interested Candidates should apply through *this* <https://form.jotform.com/240375065615556>
Please open the link, fill out the form and drop a **Non-refundable** application letter with CV
together with the names of three professional referees with recent employer, Copies of
Academic Certificate, transcript & National ID not later than **February 27, 2024.**

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