



Approved
Hja

Norwegian Embassy
Juba



VACANCY ANNOUNCEMENT: PROGRAMME OFFICER

The Royal Norwegian Embassy in Juba is seeking a young, dynamic and highly motivated individual for the position of Programme Officer. The Norwegian Embassy is committed to equal opportunities in our staff policy, and does not discriminate on the grounds of race, age, religion, sexual orientation or disability. Selection will be on merit.

We are looking for a young, dynamic and highly motivated person with relevant higher education and experience from program management and development co-operation to be part of the embassy's development team. The programme officer's main tasks and responsibilities include appraisal of project proposals, prepare contractual arrangements and follow up of agreements with partners thorough assessment of progress and financial reports. Participation in and reporting from relevant meetings is an integral part of the work. The work will also involve communication on social media and the embassy's webpage. The Programme Officer will work in line with Norwegian priorities, strategies and must be able to represent Norwegian interest and values.

Qualifications required

- Knowledge of political trends and developments in South Sudan
- Good analytical skills
- Ability to take initiatives
- Ability to work efficiently and constructively with other colleagues and flexible to adjust the portfolio according to the needs of the embassy
- Good interpersonal skills across cultural diversities, open minded and
- Excellent communication skills and ability to present and express oneself in a clear and succinct manner in English
- Excellent computer literacy in Microsoft office including Word, Excel and Outlook

Education and experience

- Higher university degree preferably in social sciences or economy
- Experience from working with public administration, grant management or project management with NGO or diplomatic mission.

We offer

- Competitive salary and working conditions
- Being part of a stimulating and challenging international environment
- Regular training and competence-building

Please note that the probation for this post will be three calendar months.

As part of the Embassy personnel the selected candidate will be expected to show a commitment to the ethical values of the Norwegian Foreign Service.

Application letter and CVs with references should be submitted by e-mail to info@imatongemploy.com. Copy of a national ID or South Sudanese passport must also be submitted.

Applications must be submitted by 20 June 2021.

Application must be marked "APPLICATION Programme officer, Norwegian Embassy". Applicants must submit a CV, a cover letter explaining their interest in, and suitability for the position, and the names of three referees.

Applications should be sent to info@imatongemploy.com. Hard copies may be dropped to the Imatong Employment Solution office in Hai Kuwait – please contact +211 923 741 595 for directions.

Only candidates shortlisted for interview will be contacted regarding their application. Please note that the Embassy will not return applications and attachments, hence no original documents should be included in the application.

Questions regarding the position can be directed to e-mail: info@imatongemploy.com – please mark the e-mail with "Questions – Programme Officer"


03/06/2021

The logo is an oval shape with a blue border. Inside the oval, the words "IMATONG EMPLOYMENT SOLUTIONS" are written in a circular path. In the center of the oval is a stylized blue graphic that resembles a mountain range or a series of peaks.