



SUPPORT FOR PEACE & EDUCATION DEVELOPMENT PROGRAMME

P.O Box, 414 JUBA - SOUTH SUDAN

+211 (0) 925 002 060 | +211 (0) 925 350 009

spedpngo@gmail.com

50.H-3
Approved by
S/Inspector of Labour
20/10/2022



Date: 20th/10/2022

JOB ADVERTISEMENT

Organizational Background

Support for Peace and Education Development Programme (SPEDP) was founded in 2007. The organization was registered by the Ministry of Justice and Constitutional Affairs on 25th May 2009 under Reg. No. 456 and by SSRRC in April- 2011 under Registration No. 114. SPEDP is also registered in Uganda by the Ministry of Internal Affairs on 30th September 2016 under Registration No. 0146. SPEDP has a presence in eight states of South Sudan including Central Equatoria, Eastern Equatoria, Western Equatoria, Northern Bahr-el-Ghazal, Western Bahr-el- Ghazal, Unity, Upper Nile, and Jonglei. SPEDP has reached over 500,000 households (returnees, internally displaced people, and host communities) in South Sudan through its (1) Resilience Building; (2) Humanitarian Response; (3) Health and Nutrition; and (4) Research and Innovation.

With anticipated funding from the United Nations Development Programme (UNDP) through ICAP at Columbia University's Mailman School of Public Health in South Sudan, SPEDP is therefore advertising the below position to be recruited pending the award of the grant. This funding is provided by the Global Fund (GF), a C19 Response Mechanism (C 19 RM), to mitigate the effects of C19 on HIV care and treatment, TB, and the Malaria Program in South Sudan.

Details for the position:

Job Title:	CBM Project Assistant
Vacancy position	10 (Ten) Juba, Magwi, Kapotata, Torit, Yambio, EZO, Maridi, Jur River, Kuajok and Tonj
Country Program:	South Sudan
Duty Stations:	Juba, Magwi, Kapotata, Torit, Yambio, EZO, Maridi, Jur River, Kuajok and Tonj
Position Reports to:	CBM Coordinator
Position Opened for:	South Sudanese Nationals from the Counties mentioned above.
Desired Start Date:	ASAP
Duration :	12 Months
Closing Date for Applications:	November 08th 2022



Position Summary

The project assistant based in the county will lead the planning, implementation, monitoring, and reporting of CLM survey activities. Under the direct supervision of the CBM Coordinator, he/she will ensure closer collaboration with county health departments, partners, and health facilities to ensure effective and efficient planning and implementation of CLM survey activities, determination of results, and quality improvement planning to improve availability, accessibility, and uptake of HIV, TB, Malaria and COVID-19 services

Specific Roles and Responsibilities:

- Work with CLM champions at facilities to plan and implement quarterly CLM surveys
- Supervisees CLM data collectors ensuring quality survey data collection
- Participate in recruitment, training, and deployment of CLM data collectors at facilities
- Participate in county coordination meetings and ensure buy-in on CLM activities among partners and CHDs
- Monthly review of enumerator's data collection reports & providing timely feedback & follow-ups.
- Participate in managing relevant project financial transactions such as payment of stipends for data collectors and training costs.
- Participate in operation assessments, documentation & dissemination of new lessons & experiences.
- Participate in monitoring and mentoring enumerators and providing technical support and capacity development to enumerators to plan, implement, monitor, and report on project activities.
- Participate in the preparation of donor reports, annual work plans, and monthly, quarterly and annual reports relating to the project as per donor requirements.
- Maintain an updated database for the project.

Qualification and Experience

Education Qualifications

- Bachelor's Degree or Diploma in Community Health and Development, Environmental Health, or any other health-related field.

Desired Experience

- At least three (3) years of relevant work experience in community health programming preferably in malaria or TB prevention and control.
- Logistical planning for data collection and procedures.
- Communicate to research assistants and respondents.
- Ability to facilitate and coordinate the movement of the assessment team.
- Ensure monthly indicators are monitored and reports are submitted on time.
- Liaising with both external and internal contacts in coordination with the CBM Coordinator to ensure follow-up and execution of planned activities.
- Developing and maintaining relevant databases and filing systems for optimal management of information and contacts.
- Coordinating the execution of events including meetings, workshops, and other work-related gatherings.

Skills and abilities required

- Mentoring and Coaching skills
- Excellent oral and written communication skills
- Good organization, planning, and coordination skills



- A team player
- Good interpersonal skills
- ICT proficient, Excellent command of the MS Suite (Word, Excel, PowerPoint)
- Ability to work under minimal supervision and meet deadlines
- Strong interpersonal skills and emotional intelligence, gender sensitivity, and understanding of cultural diversity issues.
- Demonstrated capacity to work under pressure and with a high degree of independence.
- Excellent analytical skills.
- Ability to work in diversified environments.
- High proficiency in English, both spoken and written with a good knowledge of Juba Arabic.

Application procedures:

Applicants desiring consideration for this position should submit their expression of interest with the following non-returnable documents;

- An application letter, expressing your motivation for the position you are applying for and how you think you have precisely met the requirements.
- Current CVs, copies of diplomas or certificates, including nationality certificate or Passport.
- List of three (3) recent supervisors who can serve as job references with valid email addresses and telephone contacts.

Interested candidates should drop their applications addressed to Human Resources Department, SPEDP Head Office – Juba, located at Hai Seminary, Gudele Road Behind Furniture World Co. Ltd.

P.O. Box Number: 414, Juba, South Sudan not later than 08th Nov 2022. 5:00 pm. Through the following email address; recruitment@spedp.org or visit our website: www.spedp.org

NB: Due to the urgency of the position, applications will be reviewed on a rolling basis and only shortlisted candidates will be contacted.

Women are highly encouraged to apply.

