

TERMS OF REFERENCE

Position: Project Assistant
Position grade: G4
Number of Vacancy: 01
Duty station: Bentiu
Application start: 02/12/2025
Application end: 30/12/2025
Length of the contract: 6 Months with the possibility of extension depending on performance and funding availability.



Approved
SMUL, PS & HRD
Unit - State - Government

OVERVIEW OF CTG GLOBAL

CTG support and manage humanitarian projects in fragile and conflict-affected countries around the world. With past performance in 15 countries – from the Middle East, Africa, Europe, Asia and Central and South America – we offer a holistic fabric of project management, implementation, and support. Skilled in emergency response to crises such as the Ebola outbreak in West Africa, we can act quickly (crisis response teams can be on the ground in 24 hours) and to establish structured operations in high-risk environments. CTG recruit and manage qualified, skilled teams with extensive experience operating in challenging conditions.

OVERVIEW OF THE POSITION

Under the overall supervision of the Programme Coordinator (Transition and Recovery Unit – TRU), South Sudan, and the direct supervision of the Peacebuilding Officer (Community Security), in collaboration with the Peacebuilding Officer (TRU) in Juba, the Project Assistant will provide programmatic and administrative support to the implementation of peacebuilding initiatives, including community policing, in Unity State and other relevant areas. The Project Assistant will play a key role in facilitating trust-building between communities and law enforcement, enabling constructive dialogue, promoting community-led safety initiatives, and supporting training and mentoring activities that strengthen community capacity.

GENERAL FUNCTIONS

- Support the implementation of community stabilization and recovery activities in the area of responsibility.
- Support the development and implementation of community-based safety and security initiatives.
- Assist with district-level safety and security assessments, organize joint problem-solving sessions between police and community representatives, and contribute to local governance workplans.
- Monitor budgets, verify availability of funds, obtain approvals, and update financial and administrative documentation.
- Draft correspondence, reports, briefing notes, tables, presentations, and other documentation as required.
- Organize and coordinate training, workshops, seminars, and other project activities for beneficiaries and stakeholders.
- Maintain strong liaison with project partners, including local authorities, law enforcement representatives, UN agencies, CSOs, and community leaders, and identify synergies with other TRU projects.
- Draft status reports, identify implementation challenges, and elevate issues requiring management attention.
- Monitor the community engagement component and document significant events, decisions, or deviations in reporting systems.
- Participate in meetings and conferences relevant to project implementation, in South Sudan and abroad, when authorized.
- Undertake duty travel related to project delivery.



- Perform other duties as may be assigned.

ESSENTIAL EXPERIENCE

Education:

University degree in Business Administration, Political or Social Science, International Relations, Law, Peace and Conflict Studies or a related field.

Work experience:

- At least three (3) years of experience in project coordination or implementation for international donor-funded projects is desirable.
- Experience drafting project reports and documentation.
- Work experience with IOM, a UN agency, NGO, or government institution is an advantage.
- Demonstrated experience engaging with government authorities, security institutions, and UN partners.
- Excellent communication and writing skills in English.
- Strong computer literacy, including database applications.

Languages:

- Thorough knowledge of English is required.
- Knowledge of local languages is essential.

Key competencies:

- Accountability – takes responsibility for actions and outcomes.
- Client Orientation – works effectively with stakeholders.
- Continuous Learning – encourages growth for self and others.
- Communication – communicates clearly and effectively.
- Creativity & Initiative – seeks innovative solutions.
- Leadership & Negotiation – builds effective partnerships.
- Performance Management – improves performance and results.
- Planning & organizing – anticipates risks and sets goals.
- Professionalism – demonstrates mastery of subject matter.
- Teamwork – promotes a respectful, gender-inclusive environment.
- Technological Awareness – adopts relevant technologies.
- Resource Mobilization – supports engagement with stakeholders (optional depending on grade).

Qualified female candidates are encouraged to apply for this role.

In order to apply for this role please deliver your CV, and Cover letter, most preferably by email to the address: southsudan@ctg.org

Please make sure **the subject of your email states "Project Assistant - Bentiu"**, or your application might be overlooked. In Juba, please deliver to the CTG Office located within the IOM compound adjacent to Ezentus Company off Mangateen road.

IMPORTANT REQUEST

- **All Applicants Must Acquire the Labor Card from the relevant State Authorities.**
- Kindly avoid naming your CV as a CV, Updated CV, or by Job title or organization name.
- For hard copy deliveries kindly include the position applied for on the envelope.

