



COMMUNITY  
NEEDS INITIATIVE

50-H-3  
Approved by Senior Inspector  
McL/RS/NT  
Chatt  
16/01/2023



**COMMUNITY NEEDS INITIATIVE**

**JOB ADVERT**

<b>Job title:</b>	Community Liaison Officer/Focal Person
<b>Location:</b>	Torit and Nimule Field offices
<b>Number of positions</b>	02
<b>Report to:</b>	Country Team Leader
<b>Duration</b>	Six (6) months with Possibility of Extension based on performance and availability of funding.
<b>Position open to:</b>	South Sudanese National only
<b>Application Closing Date:</b>	10/February /2023
<b>Salary Range and Benefits</b>	To be discussed with successful candidate per CNI salary scale

**Organizational Context:**

Community Needs Initiative (CNI) is a national non-profit, non-political and non-governmental organization established and registered with the Relief Rehabilitation Commission (RRC) in 2015 under registration number 161. CNI is a full member of the South Sudan NGO Forum and LRPC. The NGO aims at contributing to the communities through humanitarian and developmental activities contributing to CNI's Vision: *Healthier, self-reliant and enlightened South Sudanese communities*. The organization was established to serve the deprived and vulnerable groups of people with community driven projects/activities such as increasing access to sustainable HealthCare, WASH, Education, FSL, Gender equality, conflict mitigation & peace building and environmental protection.

CNI has implemented several projects covering 3 states of Central Equatoria, Eastern Equatoria and Western Barh El Ghazal states with support from Donors like UNMISS, JAC TRUST, UNESCO, Australian Embassy (DAP), EU through NRC, DFID through ADRA, JAPAN Embassy, OXFAM Novib, German Embassy, USAID through Internews, UNICEF, USAID (PROPEL) etc.

CNI works closely with partners, government offices and other agencies in implementing all its programs and projects.





Community Needs initiative (CNI) is therefore seeking for experience South Sudanese National to fill the above vacancies.

**Position Description:**

The main roles of this position include; liaison, collaboration, engagement, representation, active participation, stewardship, management, reporting and leadership at the field office level, majorly in Crisis Management, Security liaison, Education liaison, Information and Resource management, Guidance and referral, welcoming and orientation, community liaison and events planning. Liaison officers often service as mediators so their duties also include negotiating with others, developing and fostering relationship between NGOS, UN agency Government stakeholders and the beneficiary communities.



**DUTIES AND RESPONSIBILITIES**

- Participate in ALL coordination and cluster meetings with payams, County and state level representing CNI. Act as a contact person for all agency or Organization.
- Conduct stakeholders mapping and keeping contacts of all.
- Increase visibility of CNI to International and National Organizations including UN Agencies and the Community where you are based through effective public relation activities, community campaign
- Plan and conduct community need assessment in all at risk/vulnerable communities and compile data/reports leading to formulation of proposal by CNI
- Lobby for partnership opportunities with the international Organizations/UN and other agency within the field locations.
- Facilitate trainings and other sensitization workshops on behalf of CNI to strengthen the capacity of the community leaders and beneficiaries for provision of quality outputs throughout the project cycle.
- Ensure safety of CNI Assets including furniture and other Organization properties in the field locations
- Identification of problems within the communities and communicate it.
- Conduct project inception and meetings and validation of enrolled beneficiaries alongside the project team.
- Ensure that all field team are in full compliance with the respective CNI policies especially the PSEA and Strick adherence to Code of conduct
- Prepare accurate monthly report to your supervisor Conduct

Expected Outcomes from the CLO/Performance indicators

- Quality stakeholders' relation, effective coordination and representation





- Safety and best use of CNI assets and other resources
- Increased visibility, recognition and acceptance by the beneficiary communities
- Quality support and relation with field team to enhance effective project implementation
- Number of sectors and beneficiaries planned and reached
- Number of funding partnership secured/initiated.
- The quality of partners and beneficiaries' feedback

#### **Qualifications and experience**

- Degree/Diploma in Business administration, Community Development or Public relation
- At least 2 Years of working experience in the same position with Organization is an added advantage

#### **Required skills, attitude and competences**

- Good knowledge and experience working in South Sudan
- Fluency in English, both written and verbal for proper communication with stakeholders
- Excellent interpersonal skills
- Excellent report writing skills
- Proactive, optimistic and problem-solving skills required
- Demonstrated self-control and professionalism
- Team works and leadership skills

#### **Language**

Strong command over written and verbal communication in English. Arabic fluency is essential and any other indigenous languages of the states is an added value



#### **Required core values**

- Good understanding of and compatibility with the values of CNI.
- Commitment to CNI's mission, vision and values; the ability to convey with enthusiasm CNI's role in accompanying and serving disadvantaged communities and to advocate for their right to protection, sustainable livelihoods and a life with dignity.
- High integrity, honesty and confidentiality; ability to deal tactfully and discreetly with people, situations and information.
- Acceptance of diversity and inclusion as a core value

#### **Commitment to Child Safeguarding:**

CNI is committed to the safeguarding of children (under 18 years) who encounter with CNI personnel and volunteers in all CNI South Sudan work. All CNI Staff are expected to comply with CNI Child Protection Policy and Procedures in this regard and to sign a declaration of commitment to this effect.



**Commitment to Protection of Sexual Exploitation and Abuse (PSEA):**

CNI takes the protection of sexual exploitation and abuse (PSEA) serious and all the CNI personnel and volunteers are expected to comply with the CNI-PSEA policy and to sign declaration of commitment.

**Submission Requirements**

Please send your CVs and a cover letter that indicates what skills and experience you have that meets the criteria and state your availability. The CV (maximum 3 pages) should include contacts (phone and email) for three professional referees. Note: This is a field-based position and therefore residents of the particular locations are highly encouraged to apply. Please note that only official email addresses for referees will be accepted.

Send the applications to: [cninnngossudan161@gmail.com](mailto:cninnngossudan161@gmail.com) CNI Offers employment based on relevance of qualification and experience and does not discriminate.

