

NCA SOUTH SUDAN PROGRAMME

POSITION ANNOUNCEMENT:

Position: Peace Building Assistant.

Reporting to: Peace Building Manager

Duty Station: Juba -CES with frequent visit to field locations

*SO. A-3,
Approved by Senior Inspector,
MUL/RCSST
05/06/2023*



Organization Profile:

Norwegian Church Aid (NCA) is an ecumenical, diaconal, humanitarian, and non-government organization mandated by churches and Christian organizations in Norway to work for global justice, by empowering the poor and challenging the wealthy and powerful. Together with our constituency and our partners, NCA commits to the vision: Together for a Just World.

Position Summary

Norwegian Church Aid is seeking to recruit **Peace Building Assistant** within the programme department. The duration is six months, and the position is only open to **South Sudanese Nationals**. Under the supervision of Peace Building Manager, S/he in this role will take an active role to support peace building manger in driving peace building partners including member churches on peace building emerging priorities to the project. **Start date:** ASAP.

1. Areas of Responsibility

- Assist checking reports and give feedback on time according to NCA reporting guidelines.
- Monitor and follow up with partners on peace building implementation plan.
- Coordination with member churches, partners, and other peace actors at nation level.
- Keep tracking on emerging issues on peace agreement at national level, provide information and update Peace Building Manager.
- Support /facilitate church led initiatives supported by NCA where NCA doesn't has present on the ground.
- Support in maintain filing systems for all peace building documents.
- Assist to prepare working plan, budgets, and estimates of the project quarterly expenditure.

2. Personal Qualities.

- Flexible and able to manage and remain positive and composed in stressful situations.
- Have exceptional interpersonal skills, cooperates well with most people, seeing strengths as well as opportunities in colleagues and partners.
- Able to listen and build trust while, at the same time, establishing clear directions and motivating others.
- Good communication and networking skills, with the capacity to engage partners and staff.
- Efficient and structured and are able to get things done within deadlines.



3. Required Qualifications.

- University qualification in Peace Building, Social Study, or any other relevant study.
- Fluency in English, knowledge of Arabic language is an advantage.
- Minimum of 1-3 years experiences in a similar role
- Experience of working with faith actors, civil society.
- Computer literacy required including MS Office and email, Excel, MS Teams, usage.
- High levels of initiative and able to manage multiple deadlines.
- Careful, accountable, responsible, punctual, and committed to transparency.

Interested candidates should submit the following documents together with their application:

- A cover letter with full contact details, explaining why they feel they are suitable for the position.
- A current C.V.
- Copies of their academic and professional qualification certificates

To vacancies.ncass@nca.no , copy to azima.arkanjelo.rockson@nca.no ,
Angelina.Alal.Habib@nca.no

Female candidates and person with disability are encouraged to apply. The vacancy deadline of 23rd June 2023.

