



## UNIDOR - SOUTH SUDAN

P.O. BOX 283 Juba Hai Tonypany Kololo

TEL: +211 917088006|+211 927394926

P.O Box 48719-00100 GPO NAIROBI

+254 722304348

Email: ed@unidorss.org

### Call for a national Consultant to Review and Amend Organizational Policies Constitution, Human Resource Policy, Finance Policy and Supply Chain Policy

22 September 2025

POSITION	Consultant
JOB LOCATION	Juba
REPORT TO	Executive Director
DURATION	(2 Months)
TARGETED AUDIENCE	External
Position Status	National Position (South Sudanese)

#### Organizational Background

Universal Intervention and Development Organization (UNIDOR) is a South Sudanese national and Faith based Organization founded in 2004 and is legally registered by the Relief and Rehabilitation commission (RRC) with registration number 181. UNIDOR is a member of South Sudan NGOs forum, active member of different working clusters across the Country. UNIDOR operates in Juba, Central Equatoria, Ruweng Administrative Area (RAA) and Unity state in South Sudan at the movement. with program portfolio covering Nutrition, Child Protection, Education, Peace Building and Conflict resolution just mention few.

#### Purpose for the job:

The purpose of this call is to get Quick technical Consultant to review the above document and guide the leadership of UNIDOR include the board. The Consultant must demonstrate his/her first experience on policies document developed and put to good used by the Organization who request it.



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## Roles and Responsibilities of the Consultant

- Be able to Review the Priorities Policies provided by UNIDOR
- Work and observed the deadline for all the Policies documents
- Be on regular Consultation with Executive Director, the Head of Program
- Comprehensive knowledge and understanding of polices procedures and initiative.
- Reviewing the following polices HR, Finance and supply Chain polices
- Design, direct and manage a process of organization development that address issues such as strategic work force planning and key process that evaluates policy structures, job designed, and personnel forecasting across UNIDOR South Sudan.
- Crucial step in the policy development process and should be approached mindfully and sincerely.
- Consider creating a working group of relevant stakeholders to discuss the framework for the policy in advance of drafting and proposed change to a policy.
- Discuss the ultimate goal of the policy and gather initial feedback on the changes being proposed. Robust implementation and NGO emergency program cycle management experience, and with experience of working within a complex and matrix organization structure.
- Significant knowledge of international humanitarian systems, institutions and donors, and of procedures, accountability frameworks and best practices in emergency management
- Ability to work at own Initiative
- Plan a workshop/Training on the revise polices.
- **Qualifications/Experience:**
- Master Degree /Bachelor's degree in Buisness Administration and Accounting, Purchasing and Supply Chain management or relevant field.
- minimum of five years' experience working experience in a management position and policy development.
- Comprehensive knowledge of South Sudan Labor Laws.
- Must be a South Sudanese national.
- Competent Computer Skill; Microsoft word Excel, PowerPoint and outlook.
- Fluency in written and spoken English.
- Excellent Administration skill and strong attention to detail.
- Clam, analytical with Diplomacy and Communication Skill.
- Organize and self-starter.



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- **Administration and Communication;** Maintain professional and culturally sensitive communication with all staff. Use email, phone, and WhatsApp for efficient communication. performance with accountability and professionalism.
  - **Security Management;** Adhere to security protocols in this fragile operational context. Report any incidents or threats to management and coordinate with local authorities. Complete UNIDOR's incident report forms within 24 hours of any incident.

**Conflict of interest**

Any candidate affiliated to, or openly supporting any political party opposed to the UNIDOR's core values, or whose previous position could engender safety issues for co-workers at UNIDOR, will be excluded from this selection process. The employee will be accountable for the responsibilities and the competencies, in accordance with the UNIDOR Human Resource guidelines.

**Only South Sudanese National with that qualification is required for this position and female candidate who meet the requirement will be given priority and consideration.**

**We are looking for young and energetic person to fit in the position.**

Qualified candidates should submit their cover letters and updated CV with copies of academic documents to UNIDOR South Sudan head Office located at Kololo-America Embassy Road, Juba Nabari after Catholic university. through email E-mail to [recruitment@unidorss.org](mailto:recruitment@unidorss.org) not later than **Thursday 09 October 2025**

