



AIDS Widows and Orphans Education Support Organization (AWOESO) is a national non-governmental, non-profit making and non-political humanitarian relief and development organization.

AWOESO was formed and registered as a national Non-Governmental Organization (NGO) in August 2022 to address the needs of the community by alleviating poverty and reducing morbidity especially among vulnerable women and girls in the country. The organization envisions a peaceful community where men, women and youth live a life of dignity with sustainable livelihoods, reduced dependency on single source incomes and reduced dependency syndromes.

Vacancy: LOGISTIC AND PROCURMENT OFFICER

Report to: Executive Director and Program Manager

Duty Station: Kapoeta East County (EES)

Start date: January 2024

Posting date: December 18, 2023

Closing date: January 15, 2024

50-H-3
Approved by Senior Inspector
MOL/RS/OT
19/12/2023



JOB SUMMARY:

The Officer, Procurement and Logistic will be responsible for, and accountable for executing procurement and providing technical oversight and support to the procurement activities assigned to supervised staff in accordance and in compliance with AIDS Widow and Orphan Education Support Organization, donor procedures, rules and regulations. Keeps close contact with the Country Logistics team (and State team when required) for guidance, technical support and reporting related to procurement. Typically works under the direct supervision of the Program.

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation:

MAIN TASKS AND RESPONSIBILITIES

Coordination and representation:

- Manages the country procurement activities. Provides technical oversight, input, and direction to Logistics & Supply Chain staff on procurement matters to ensure effective and timely support to projects implementation.

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- Supports initial Logistics and Supply Chain assessment and continuous reassessing of the operational context for the country mission and optimal resource planning.
- Ensures procurement activities are conducted in line with applicable policies, procedures, SOPs and guidelines.
- Actively engages in projects planning, design, and budgeting to ensure that required logistics human and material resources and systems are accounted for and are suitable to support planned operations and expected workload.
- Develops and implements procurement strategies in line with country program/operation strategy and preparedness plan.
- Enhances business coordination among the logistics, program and finance departments to develop consensus around priorities and joined problem solving to improve the delivery of assistance to beneficiaries.
- Identifies and anticipates procurement related risks impacting program activities. Develops and implements related risk mitigation/reduction activities.
- Ensures together with country management and Logistics Coordinator that procurement support requirements for effective project support, are correctly accounted for and budgeted in all project proposals.
- Pro-actively coordinates with heads of department and develops procurement solutions, feed other departments with relevant procurement information and data useful to enhance project deliverables and seeks feedback to ensure actions on identified improvements.
- Drive operational excellence to achieve optimal efficiency and cost-effectiveness in procurement.
- Identify and share ideas, innovations, best practices and request for improvements related to procurement business processes and related tools at local and global level.
- Implements, analyzes and monitors Key Performance Indicators for procurement aspects.
- Ensures standard reports are prepared, analyzed and shared with stakeholders as per standard requirements and schedule.
- Represents positively AIDS WIDOW AND ORPHAN, EDUCATION SUPPORT ORGANIZATION to government officials, community representatives, Logistics Cluster, NGO Forums, partners and vendors in a positive and professional manner.
- Contributes to the creation of a positive image and overall credibility of the organization, through the application of AWOESO' mandate, ethics and values both internally and externally.
- Responsible for implementation of US Export Compliance regulations and Anti-Terrorism and Prohibited Party Screening Policy, within procurement activities of the country mission.
- Ensures that procurement activities minimize negative impact on environment.

Procurement and supply chain

- Accountable for the timely and transparent acquisition of equipment, supplies and services, for program support and implementation, through effective direction of the procurement section, while ensuring compliance with AWOESO, host government and Donor's procedures and regulations.

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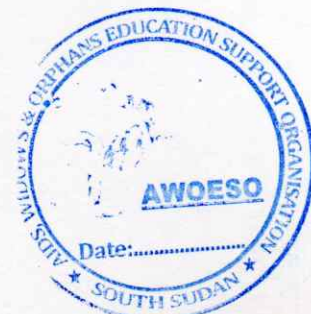


- Ensures open, transparent, ethical and free competition for procurements is adhered to.
- Maps and analyzes the Aids Widow and Orphan Educational Support Organization supply chain for country operations.
- Ensures that market surveys are performed regularly, to inform sourcing strategy through understanding of the market (including items availability and costs, identifying eligible suppliers, etc.)
- Ensures that vendors are registered, assessed, and prequalified (as required).
- Ensures Service Level Agreements (SLAs) for purchase and delivery of supplies/equipment/services are agreed with supported departments, monitored, periodically reviewed and updated.
- Ensures that procurement planning timelines accounts for agreed SLAs.
- In collaboration with the Project Managers/Budget Holders, responsible for supporting the development of the project Procurement Plan process and launch of procurement activities to enhance project timely work-plan implementation through active participation in operational and pipelines meetings.
- Ensures that Procurement Plans are shared, consolidated, and integrated in the Country Procurement Strategy leading to the implementation of strategic contracting in appropriate markets.
- Ensures proper implementation of item catalogue use in procurement activities, including initiation of addition for any new items as appropriate.
- Ensures that Blanket Purchase Agreement (BPA) are implemented and monitored for essential and frequently purchased commodities/services/equipment.
- Promotes enhanced business and advanced negotiation practices, positive and ethical business relations with suppliers.
- Act as procurement officer for complex, strategic, high risks and high value procurement actions.
- Reviews procurement documentation above country procurement approval threshold prior to submission for HQ approval.
- Responsible for ensuring regular feedback on procurement activities progress is available to all stakeholders through provision of accurate Procurement trackers and Procurement Plans updates.
- Ensures documented quantity and quality control for all deliveries.
- Ensures that performance of vendors is monitored and documented to mitigate risk of future engagement of under-performing vendors.
- Ensures timely payment request to Finance, in line with contract payment terms.
- Collects and analyzes Productivity and Quality evaluation indicators, feedback from requesters/users and business partners/suppliers and adjust sourcing & contracting strategies accordingly to achieve the best Value-For-Money within procurement related activities.
- Ensures close collaboration with HQ Global Logistics & Supply Chain team to coordinate on timely delivery of international orders and other remote support activities or projects.

Staff Capacity building and Performance Management, Learning & Development:

- Provides leadership and support to all AWOESO logistics and supply chain staff on procurement related matters.

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- Builds and maintain fit for purpose team structure with appropriate segregation of duty through continuous planning and optimization of human resources within department.
- In collaboration with Coordinator Logistics, recruits, inducts, coaches, trains, supervises and mentors direct-report staff, including communicating clear expectations, setting performance objectives, providing regular and timely constructive performance feedback, and documented performance reviews. Ensure this is cascaded up-to assistant level by coaching staff managers to undertake similar process.
- Identifies training requirements/gaps, and ensure that training plans are developed, fully implemented and refresher trainings provided to all Logistics and Supply Chain staff, as required and deemed necessary. Make frequent field visits to ensure that appropriate care and training are being conducted and to offer support to procurement staff.
- Maintains open and professional relations with team members, promoting a strong team spirit and providing oversight and guidance to enable staff to successfully perform in their roles.
- As part of succession plan and nationalization goals, identifies, trains and develops capability and capacity of national staff to successfully transition roles and responsibilities.

Compliance, Audit and related controls

- Accountable for procurement activities compliance with AWOESO policies and procedures and applicable donor regulations and local laws.
- Responsible for implementation of control mechanisms over procurement activities compliance.
- Remains updated of donor policies and procedures related to procurement and is responsible for timely dissemination and consistent application across the country program.
- Conducts assessment and evaluation of risks impacting procurement and ensure action plans are in place to mitigate, minimize or remove risks impact.
- Maintains accurate filing systems, with documented and auditable records of all procurement transactions and reports.
- Ensures timely submission of mandatory procurement trackers and reports to the country management team, and Global Logistics & Supply Chain team, in line with AWOESO policies and procedures.
- Works with Finance, Compliance, Audit, country Logistics department and Regional Logistics team to assess compliance of procurement processes and related documentation to identify gaps and implement necessary corrective measures and risks mitigation. Implements corrective measures in coordination with country management, Logistics Coordinator and HQ management. Provides responses to audit queries where applicable.
- Ensures Export Compliance requirements for all procurement actions are screened, applied and properly documented in line with applicable license terms & conditions, to avoid any potential violation. Consults with HQ Focal Points for export compliance on existing licenses requirements and need for any new license or renewal of licenses required to conduct operations.



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Fraud prevention

- Committed to fraud prevention, detection, reporting and fraud risk reduction as per AWOESO policies and procedures, donor regulations and local laws.

Logistics Management & Information System (LMIS)

- Supports implementation of software solution for procurement at country level.
- Ensures LMIS users are trained and use procurement software solutions in a consistent and accurate manner.
- Ensures that country related LMIS procurement reports/dashboards are available or accessible to stakeholders.

Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and not necessarily all inclusive.

Code of Conduct

As applicable to this position, an individual must promote and encourage a culture of compliance and ethics throughout the organization and maintain a clear understanding of AWOESO' and donor compliance and ethics standards and adheres to those standards.

If this is a supervisory position, one must set an example of ethical behavior through one's own conduct and oversight of the work of others; ensure that those who report to you have sufficient knowledge and resources to follow the standards outlined in the Code of Conduct & Ethics; monitor compliance of the people you supervise; enforce the Code of Conduct & Ethics and AWOESO' policies, including the Safeguarding Policy and the Protection from Harassment, Bullying and Sexual Misconduct in the Workplace Policy, consistently and fairly; support employees who in good faith raise questions or concerns.

Safeguarding

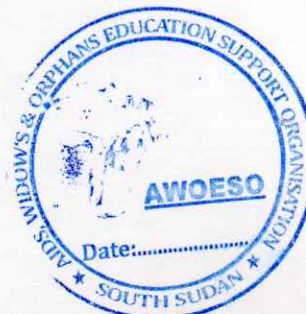
It is all staff shared responsibility and obligation to safeguard and protect populations with whom we work, including adults who may be particularly vulnerable and children. This includes safeguarding from the following conduct by our staff or partners: sexual exploitation and abuse; exploitation, neglect, or abuse of children, adults at risk, or LGBTI individuals; and any form of trafficking in persons. Staff are also responsible for preventing violations to our Code of Conduct and Ethics, which may involve Conflicts of Interest, Fraud, Corruption or Harassment. If you see, hear or are made aware of any violations to the Code of Conduct and Ethics or Safeguarding Policy, you have an obligation to report.

Equal Opportunities

Aids Widow and Orphan Educational Support Organization is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status as a veteran.

Job Requirements

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MINIMUM QUALIFICATIONS

- Typically, a Bachelor's degree in Humanitarian Logistics, Supply Chain Management, International transport, business trade, or Humanitarian Supply Chain Management. Equivalent combination of relevant education and experience may be substituted as appropriate.
- Typically, 2+ year of relevant experience working in humanitarian logistics.
- Commitment and demonstrated skills to build national staff capacity in the areas of logistics management, supervision and monitoring.
- Strong organizational and problem-solving skills with analytic approach.
- Strong interpersonal, management and leadership skills. Experience in remote management.
- Ability to create and maintain effective team spirit, work in participatory manner with staff under supervision and other stakeholders to assess needs, implement and monitor activities.
- Ability to integrate and work well within multi-ethnic and multicultural team.
- Advanced use of MS pack. Able to build staff capacity on design and use of excel forms.
- English (Able to read, analyze and interpret business contracts, technical procedures, or governmental regulations. Ability to write reports). French, Spanish, Arabic is a plus.
- Prior knowledge and understanding of donors' rules and regulations applicable to Logistics and Procurement (GCC, USAID/ EU etc.) is desired.
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions (including in the medical field) and possessing resourcefulness, flexibility and creativity essential to work with a wide range of programs activities.
- Valid Driving license (preferred).

Additional Technical or Language Requirements

Desirable: Master's degree and/or relevant certificate supply chain certification (CIPS or CSCP) is an advantage.

HOW TO APPLY

All interested candidate who meet the required qualification can drop their application through email to awoesosouthsudan@gmail.com and copy awoesohrdepartment@gmail.com or hard copy to AWOESO head office in Thongpiny (Juba Nabari West) residential area near Refugees commission office during working hours before January 15th 2024 5:00 PM Juba Local time

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Vacancy: FINANCE AND ADMIN OFFICER

Report to: Executive Director and Program Manager

Duty Station: JUBA SOUTH SUDAN

Start date: February 2024

Posting date: December 18, 2023

Closing date: January 15, 2024

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Approved by Senior Inspector,
MOL/PCS/JI
[Signature]
19/12/2023*



Role & Responsibilities

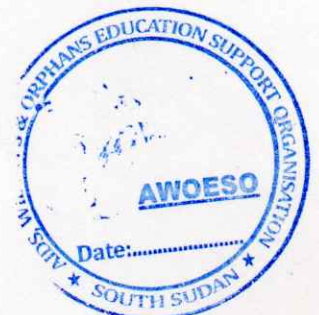
Working as an important member of a diverse team who are committed to serve the world's most vulnerable with practical and compassionate care the Finance Manager oversees the financial activities of the programme.

Overseeing the financial activities of the programme, the Finance Manager carries out the various accounting functions required in order to provide accurate and timely information to donors, HQ, field management and the field teams on the financial status of the programme. This involves organizing and further developing the financial processes required for the projects to function effectively as well as managing the finance team, providing coaching and training as required.

Project Overview

AWOESO's goal in Kapoeta East County is to reduce morbidity and mortality in vulnerable populations by providing emergency psychosocial support, health, nutrition and WASH (water, sanitation and hygiene) services and improving the psychosocial well-being of affected populations.

Key Activity Areas



Financial Management

- Manage the day-to-day accounting functions of the programme including, but not limited to:
- Reconciling / verifying bank and cash amounts on a weekly basis.
- Ensuring payments are made in a timely fashion, as well as in line with AWOESO policies and procedures.
- Ensure prompt entry of all transactions for the programme into Field Connect, reviewing all transactions on a monthly basis
- Compiling the monthly cash needs forecast for the programme, ensuring that money is transferred between locations in a timely manner and that daily cash needs are met.
- Supporting field bases in financial matters, as required.
- Monitoring project spending on an on-going (monthly) basis, and provide feedback to project teams, and senior management as required.
- Ensure that AWOESO Finance Procedures are followed in all Country Programme's offices as part of internal control monitoring.
- Work with Budget holders, senior management and HQ staff in the preparation and development of budgets for projects and shared costs.
- Support the preparation of donor budgets and financial reports within the required time frame
- Allocate costs to donors in line with contracts and donor regulations.
- Prepare for, manage and support internal and external field financial audits, providing all information required by local legislation, donors, HQ or other bodies.
- Support internal and external HQ financial audits as required.

Administration

- Meet the finance related administrative requirements of AWOESO, donors, local legislation, suppliers, contractors and any other stakeholders, so that the financial aspects of the programme function efficiently, effectively and with integrity.
- Work with HR to ensure the preparation of monthly payroll list, payment and record-keeping of staff salaries and / or allowances is done in a timely manner and in accordance with local employment regulations, ensuring that all required statutory deductions are made and subsequently paid to the appropriate authorities.
- Support the HQ Finance Programmes Officer (FPO) in reporting to donors, providing relevant documents and narrative explanation of any anomalies or discrepancies.

Staff management

- Manage and oversee the programme finance staff including recruitment, day-to-day management, staff development and training, appraisal, etc. Provide functional supervision to field Finance Officers.

Communication



- Develop and maintain a communication structure with colleagues to ensure they are kept informed of applicable financial activities and requirements, including the distribution of key financial information.

Security

- Control and manage the security of in-country cash when held on site and when being transferred to other account holders.
- Conduct regular internal audits and report immediately any possible fraud or theft

Quality Management

- Promote and use the AWOESO e-library and other operating procedures, ensuring that all standardized formats are used and guidelines are followed.

Delegated Responsibilities

- Management and oversight of cash and bank payments, ensuring the control of cash flow and the accuracy of all supporting documentation
- Accurate and timely recording of all in-country financial transactions
- Preparation of South Sudan Annual Accounts and coordinate audit of the accounts
- Financial input for project budgets, donor proposals and reports in collaboration with field management and HQ
- Legal compliance of AWOESO's in-country financial activities in accordance with AWOESO, donor, national and international requirements
- Line management of finance staff, including recruitment, performance monitoring, disciplinary action, etc.
- Implementation and improvement of finance systems and policies

Team Spiritual Life

- Reflect the values of AWOESO with team members, local staff, beneficiaries, and external contacts.
- Work, live, and pray together in our Christian faith-based team settings. Fully contribute to the rich spiritual life of your team, including team devotions, prayers, and words of encouragement.
- Encouraged to join and contribute to AWOESO's National prayer network.

Qualifications

- Bachelor's Degree in Finance
- Certified Public Accountant (CPA) is added advantage.
- Strong working knowledge of English (spoken and written).

Experience

- Relevant professional experience in a financial position for at least three years.
- Experience in a financial supervisory position
- Computer literate with good working knowledge of Microsoft Excel, Word and Outlook
- Strong Christian commitment



- Enthusiastic with a 'can-do' attitude
- Compassionate, self-motivated, energetic, autonomous
- Able to work under pressure and manage personal stress levels
- Strong organizational skills and the capacity to analyze and prioritize needs
- Able to take the initiative in project decisions
- Good document writing skills
- Able to cope with basic living conditions in the field and during field trips

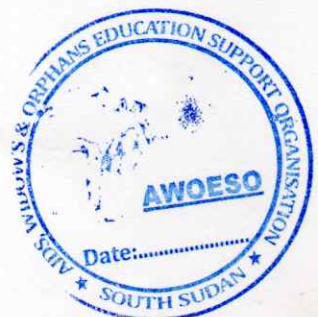
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**AIDS, WIDOWS AND ORPHANS,
EDUCATION, SUPPORT
ORGANIZATION**

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3rd CLASS PLOT awoesossudan@gm.co
JUBA SOUTHSUDAN www.aweso.org

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Vacancy: PSEA Officer

Report to: Executive Director and Program Manager

Duty Station: JUBA SOUTH SUDAN (CES)

Start date: February 2024

Posting date: December 18, 2023

Closing date: January 15, 2024

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Approved by Senior
MOL/RES/IT
19/12/2023



Job purpose

The objective of this role is to prevent sexual exploitation and abuse in all parts of AIDS Widow and Orphan Education Support Organization program operations and support and train staff on PSEA and code of conduct.

Project Overview

AWOESO's goal in Kapoeta East County is to reduce morbidity and mortality in vulnerable populations by providing emergency psychosocial support, health, nutrition and WASH (water, sanitation and hygiene) services and improving the psychosocial well-being of affected populations.

Workplace & Working conditions

Juba based position in Juba Central Equatoria, South Sudan with frequent travel to project implementation sites in within Kapoeta East County. (East Equatoria state) Working and living conditions may be very basic and require great resilience.

Starting Date / Initial Contract Details

ASAP. Full time, 18 months.

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Key Activity Areas

Main responsibilities but not limited to:

Systems strengthening, monitoring and reporting (approx. 50%)

- In consultation with all levels of the organization, especially HR departments and PSEA/CP focal points, support the process of improving prevention of SEA through HR policy and practices, including PSEA/CP standards into induction materials and training courses for AWOESO employees and related personnel; reinforcing PSEA/CP standards from the job description to final recruitment stage and performance management; and overall in systems development to ensure AWOESO does not rehire or redeploy or provide references for those found responsible for SEA.

- Coordinate with members, the development of strategies, systems and procedures to respond to SEA, including integrating already existing complaint mechanisms and identifying additional complaint channels, supporting members and Country Offices with guidance on best practice community-based complaints mechanisms, and supporting the membership in developing investigative capacity and standards in victim/survivor assistance.

- Support members to have in place effective and consistent monitoring and evaluation mechanisms for PSEA/CP.

- Coordinate AWOESO members' efforts in defining, compiling and collecting data related to Sexual Exploitation and Abuse/Child Protection and Sexual Harassment as lead on report-back both internally and externally. Technical support and capacity building (approx. 35%)

- Provide technical advice, support and mentoring to AWOESO Members and related Personnel conducting difficult investigations and act as the resource person to help source tools, resources and provide any relevant guidance.

- Provide guidance to members and trainers in the roll out of education programmes and support PSEA/CP focal points and members in the development of awareness raising, sensitization, communication and training resources.

- Create and maintain a PSEA/CP resource tool (e.g. wiki) to ensure systematic education of AWOESO Staff and related Personnel to prevent and empower them to respond to SEA. Policy development and engagement (approx. 15%) •

Work closely with the ND Task Force, PSEA/CP focal points and other key groups/networks to develop a global action and communication plan for PSEA/CP to guide policy implementation.

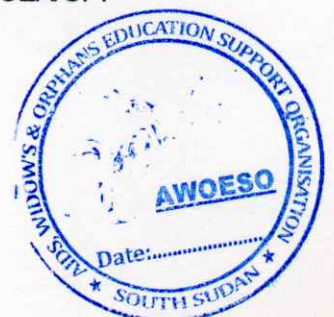
- Work closely with the ND Task Force, PSEA/CP focal points, CIGN and other key stakeholders to undertake regular reviews of AWOESO International's PSEA/CP Policy.

- In coordination with key stakeholders, support the PSEA/CP policy development and integration of related policies across CI with an aim of achieving greater consistency e.g. child protection policy, sexual harassment policy, and Code of Conduct.

- Represent AWOESO globally as the subject matter expert Focal Point for PSEA/CP.



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- Coordinate efforts across members in answering donors' questions towards our PSEA/CP global approach and further reinforcements.
- Work in close collaboration with the Crisis Event Communications Team (CECT), the National Directors' Task force, and other groups as needed, to provide subject expertise to ensure AWOESO's internal and external intentions around preventing and responding to SEA are fulfilled. Key Working Relationships:

Position Reports to: AWOESO Gender specialist and Executive Director.

- Indirect Resources: PSEA/CP ND Task Force for strategic guidance and PSEA/CP focal points for policy development and implementation.
- Other Internal and/or external contacts: National and State; AWOESO Executive Directors; Senior Management in AWOESO members, Program and Humanitarian staffs, Head of Gender Equality and Gender officer, HR officer, Crisis Event Communications Team (CECT), Safety and Security personnel, AWOESO Team leaders at state levels and head quarter.

Education Qualifications:

Advanced degree desirable. • Required: BA/BS • Preferred: Advanced degree in social science, human resources law, criminal law, investigation, gender-based violence or related field.

- Work Experience: 2-3 years of relevant work experience, especially in compliance and ethics; investigative practice skills; familiarity with Safeguarding and PSEA; and experience integrating a compliance issue throughout a global organization.
- Minimum: Familiarity with protection operations in developing countries.
- Preferred: Experience in non-profit compliance and policy implementation.

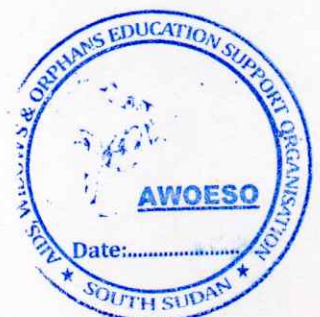
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Vacancy: PUMP MECHANIC

Report to: Executive Director and Program Manager

Duty Station: Kapoeta East County (EES)

Start date: February 2024

Posting date: December 18, 2023

Closing date: January 15, 2024

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Position Overview:

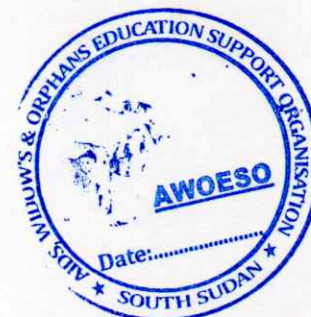
AWOESO is seeking a rotating equipment mechanic who is committed to excellence, will not accept mediocrity, and has aspirations of working for a world class organization. Job candidates should be experienced with, but not limited to, API engineered equipment such as overhung, between bearings, multi-stage, inline, deep well, screw, gear, and reciprocating pumps as well as turbines and gear boxes.

Project Overview

AWOESO's goal in Kapoeta East County is to reduce morbidity and mortality in vulnerable populations by providing emergency psychosocial support, health, nutrition and WASH (water, sanitation and hygiene) services and improving the psychosocial well-being of affected populations.

Key Activity Areas

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- The mechanic will have the ability to disassemble clean and inspect various types of equipment and have a complete understanding of engineering standards and specifications.
- Measure and examine parts to ensure conformance to specifications using precision instruments such as micrometers, while working within demanding time constraints.
- The mechanic will gather information and based on his/her findings/inspection, create a work scope and recommendation of repair.
- The candidate will participate in the estimate process, determining man hours for each operational step.
- Have a good understanding of seal flush plans, orifices and small bore piping.
- The ability to assemble, test and prepare equipment for shipping.
- Self-starting individual who requires little or no supervision in accomplishing assigned tasks.
- She/he must have the ability to read and understand blue prints, sketches, manuals and other forms of documentation referring to equipment.
- Great communication skills, both verbal and written.
- Recognize challenges and opportunities and participate in developing solutions and more.
- Capable of performing RCA (root cause failure analysis) of equipment.
- Understand the necessity of adhering to budgetary constraints.
- The ability to articulate/convey both verbally and in writing information pertaining to ongoing jobs to the shop foreman.

Communication

- Develop and maintain a communication structure with colleagues to ensure they are kept informed of applicable financial activities and requirements, including the distribution of key financial information.

Security

- Control and manage the security of in-country cash when held on site and when being transferred to other account holders.
- Conduct regular internal audits and report immediately any possible fraud or theft

Quality Management

- Promote and use the AWOESO e-library and other operating procedures, ensuring that all standardized formats are used and guidelines are followed.



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Knowledge, Skills, and Abilities:

- The ability to read and understand information and ideas presented in writing.
- Excellent communication skills.
- Exceptional working knowledge of shop mathematics.
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions or approaches to problems.
- Identify and resolve problems in a timely manner; Gathers and analyzes information skillfully; Develop alternative solutions; Use reason even when dealing with emotional topics.

Team Spiritual Life

- Reflect the values of AWOESO with team members, local staff, beneficiaries, and external contacts.
- Work, live, and pray together in our Christian faith-based team settings. Fully contribute to the rich spiritual life of your team, including team devotions, prayers, and words of encouragement.
- Encouraged to join and contribute to AWOESO's National prayer network.

Physical Requirements and Work Environments:

- Work is performed in a machine at the field level such as payams, Bomas and Villages.
- Work is primarily performed standing or walking.
- Frequently lift, carry and/or position objects weighing up to 50 meters.

Education and Experience:

- High school diploma or equivalent.
- Minimum of five years water pump experience.
- Apprenticeship preferred.

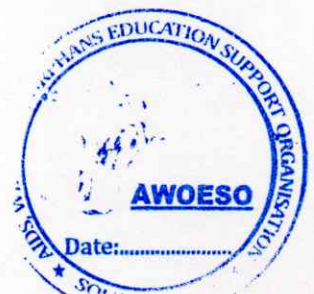


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AIDs Widows and Orphans Education Support Organization (AWOESO) is a national non-governmental, non-profit making and non-political humanitarian relief and development organization.

AWOESO was formed and registered as a national Non-Governmental Organization (NGO) in August 2022 to address the needs of the community by alleviating poverty and reducing morbidity especially among vulnerable women and girls in the country. The organization envisions a peaceful community where men, women and youth live a life of dignity with sustainable livelihoods, reduced dependency on single source incomes and reduced dependency syndromes.

Vacancy: WASH Project Officer

Report to: Executive Director and Program Manager

Duty Station: Kapoeta East County (EES)

Start date: February 2024

Posting date: December 18, 2023

Closing date: January 15, 2024

*SD-H-3
Approved by Senior Inspector,
MOLIRSSJI
19/12/2023*



Job purpose

The Wash Project Manager has a vital role to play in community mobilization as well as access to safe water and sanitation for the target population. This involves effectively managing the assigned WASH and infrastructure project(s) in line with the objectives, budget and timeframe laid down in the proposal(s). The role also includes enhancing beneficiary participation, managing and training local staff, implementing control and quality procedures in cooperation with the M&E Manager and the Project Coordinator, and assessing, planning and initiating new infrastructure and WASH projects / proposals in liaison with local authorities, community and other stakeholders.

Project Overview

AWOESO's goal in Kapoeta East County is to reduce morbidity and mortality in vulnerable populations by providing emergency psychosocial support, health, nutrition and WASH (water, sanitation and hygiene) services and improving the psychosocial well-being of affected populations.

Workplace & Working conditions

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Field based position in Kapoeta East County, South Sudan with travel to project implementation sites within Kapoeta East County. Working and living conditions may be very basic and require great resilience.

Starting Date / Initial Contract Details

ASAP. Full time, 18 months.

Key Activity Areas

WASH Project Management

- Develop & implement an effective WASH strategy, setting clear objectives & indicators.
- Develop new proposals including log frame, human resource need, budget and BoQs.
- Manage the assigned WASH projects to meet the project objectives and activities within budget and allotted timeframe, particularly factoring in seasonal access limitations.
- Continuously monitor and supervise WASH activities, overseeing the technical design,
- Execution and evaluation of progress through outputs and impacts using both quantitative and qualitative data.
- Represent AWOESO at coordination meetings and through relationships with external partners (eg community leaders, government officials, UN agencies, and other NGOs).

Technical Design & Oversight

- Ensure the project is in line with Sphere standard and other international standards.
- Ensure protection, AAP, people with disability & gender are mainstreamed in the WASH project implementation. Adapt and evaluate appropriate (such as culturally acceptable, environmentally friendly, and cost effective) technologies to achieve project goals and maximize impact.

Staff management

- Line manage WASH team: providing support, constructive feedback, coaching.
- Conduct formal staff appraisals and performance monitoring.
- Lead regular WASH team meetings, reviewing project progress and planning.
- Provide updates on the broader humanitarian and political context.
- Recruit new staff (with support from HR and Advisor) and provide training as needed.
- Ensuring AWOESO HR policies are followed and integrate AWOESO values into regular activities.

Financial Management



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- Assess the cost of activities concerning scope, schedule and logistics to plan and forecast spending.
- Manage the WASH budget, tracking expenditure against planned.
- Authorization for procurement of items. Provide input to monthly Cash Needs Forecast, to ensure adequate cash reserves are kept in the field to cover foreseen and unforeseen activities.

Communication and Coordination

- Develop and maintain appropriate, regular, transparent and supportive communication structures with the assigned WASH team, AWOESO in-country and GSO WASH managers and advisors and other relevant stakeholders to ensure good cooperation and partnerships.
- Participate in state and county level WASH coordination meetings, AWOESO internal training, and other working groups or meetings, representing AWOESO and feedback to the WASH staff and field managers.

Logistics

- Develop procurement plans at the start of the project cycle to forecast procurement needs.
- Coordinate with support and logistics managers to facilitate procurement of supplies in Juba, and Kapoeta. Note: most supplies cannot be procured locally and are delivered via air or river transport.
- Coordinate, request, and report utilization of WASH NFIs from the WASH core pipeline when needed.
- Ensure adequate stock of critical supplies, particularly in seasonal access limitations (wet season).

Security

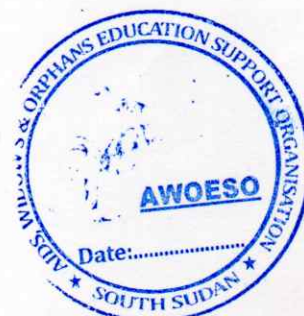
- Support the security focal person with security management when needed.
- Ensure the WASH team adheres to standard operating procedures AWOESO has in place.

Quality Management

- Promote and use the AWOESO intranet, AWOESO people, and other operating procedures, ensuring that all standardized formats are used, and guidelines are followed.
- Ensure WASH projects are implemented in line with donor proposals and requirements and in accordance with AWOESO, donor, country, and international standards i.e. Sphere and HAP standards.



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Team Spiritual Life

- Reflect the values of AWOESO with team members, local staff, beneficiaries, and external contacts.
- Work, live, and pray together in our Christian faith-based team settings. Fully contribute to the rich spiritual life of your team, including team devotions, prayers, and words of encouragement.
- Encouraged to join and contribute to AWOESO's international prayer network.

Qualifications

- Bachelor Degree in a technical field, preferably in a WASH-related field (e.g. Civil engineering, Mechanical engineering, Hydraulic engineering, Environmental engineering, Public health, Hydrogeology/Hydrology).
- Strong working knowledge of English (spoken and written).
- Relief & Recovery Orientation Course (ROC) is required for this position.

HOW TO APPLY

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