

50. H. 3

MO  
A/Inspector



## VACANCY ANNOUNCEMENTS

### About Mercy Corps

Mercy Corps is powered by the belief that a better world is possible. To do this, we know our teams do their best work when they are diverse, and every team member feels that they belong. We welcome diverse backgrounds, perspectives, and skills so that we can be stronger and have long term impact.

**Vacancy: Project Officer.**

**Reports to: Project Manager & Systems Strengthening.**

**Duty Station: Juba**

**Start Date: ASAP.**

**Deadline of Application: 13<sup>th</sup> March 2025.**

### GENERAL POSITION SUMMARY:

The SUCCESS Project Officer is responsible for the day-to-day implementation of the program. S/he will support the implementation of activities related to capacity building for civil society organizations (CSOs) in South Sudan and other appropriate actors. The Program Officer will support the facilitation and implementation of capacity strengthening-related activities. S/he will also provide support to all other activities related to the SUCCESS governance and systems strengthening in South Sudan. S/he will ensure smooth, timely, and compliant implementation across the SUCCESS project implementation states. The SUCCESS Project Officer will liaise frequently with implementing partners, civil society organizations, NGO forum, working groups/clusters and represent Mercy Corps at relevant meetings. The S/he will work closely with the Project Manager – Systems Strengthening, MEL/CARM Manager, MEL/CARM Officer and Operations staff (including finance and operations) to ensure that activities are implemented according to schedule, budget and required quality.

### ESSENTIAL JOB FUNCTIONS:

#### STRATEGY & VISION

- Support technical aspects of the civil society capacity building activities by assisting with the development of activities/agendas/curricula as appropriate
- Facilitate and co-facilitate meetings, events, and training as required
- Ensure implementation of activities is on time, target and budget
- Liaise with SUCCESS partner organizations and potential resource people as needed
- Support the Project Manager -Systems Strengthening in overseeing the performance of project implementation by partners and conduct frequent field visits to program sites
- In collaboration with M&E staff, coordinate the implementation of relevant surveys, needs assessments, data and information collection for on-going monitoring
- Develop activity work plans and manage day-to-day activity implementation
- Ensure that program implementation is responsive to community needs, meets targets, and is carried out in line with best practices.





## **PROGRAM MANAGEMENT**

- Support baseline, midline, and endline assessments to measure project impact and CSO capacity improvements.
- Support the implementation of organizational self-assessments (ASPIRE) for CSOs and contribute to developing tailored Capacity Development Plans (CDPs).
- Facilitate after-action reviews, reflection sessions, and learning workshops to promote adaptive learning among project teams and CSO partners.

## **SECURITY**

- Ensure compliance with security procedures and policies as determined by country leadership.
- Proactively ensure that team members operate in a secure environment and are aware of policies.

## **ORGANIZATIONAL LEARNING**

- As part of our commitment to organizational learning and in support of our understanding that learning organizations are more effective, efficient and relevant to the communities they serve, we expect all team members to commit 5% of their time to learning activities that benefit Mercy Corps as well as themselves.

## **KNOWLEDGE AND EXPERIENCE:**

### **Knowledge and Experience**

- BA/BS or equivalent in Conflict Management, Social Sciences, International Development or other relevant fields
- A minimum of 5 years of experience working in the non-profit sector, preferably on civil society strengthening, peacebuilding and community development
- Experience working in rural and urban areas in South Sudan, particularly in target states of

### **SUCCESS**

- Experience working in a multi-organizational team (international and national partners) is a plus
- Strong written and oral communication skills in English required, including report development, writing and editing.
- Demonstrated attention to detail, ability to follow procedures, meet deadlines, and work independently and cooperatively with team members

### **SUCCESS FACTORS:**

A strong team member will be conscientious, with excellent judgement, capable of multi-tasking, prioritizing, problem-solving and attention to detail with strategic vision. S/he must have the confidence, and humility, to work effectively with a large variety of people who will be diverse culturally, economically and in social status. S/he must be sensitive to political and cultural nuance and able to consistently apply excellent judgment to a variety of demanding and fast-changing situations, as well as the ability to foster solid working relationships with Mercy Corps staff, LNGOs and CBOs. Working as part of a team and coordinating with project personnel, as well as strong organizational skills, are essential to this position.

### **Consent Language**

Mercy Corps collects your personal data for the purposes of managing Mercy Corps recruitment related activities as well as for organizational planning purposes globally. Consequently, Mercy Corps may use your personal data in relation to the evaluation and selection of applicants including, for example, setting up and conducting interviews and tests,



evaluating and assessing the results thereto and as is otherwise needed in the recruitment processes including the final recruitment.

Mercy Corps is an international organization consisting of multiple affiliated companies in various countries. Mercy Corps has international sites and uses resources located throughout the world. Your data may be held on secure platforms globally, including outside of the EU. All personal data whether relating to recruitment or employment, is held on a secure platform and system which is subject to regular testing and audit. Unless stated in the job description that the post involves other organizations with which the information will be shared as part of the recruitment process, your personal data will only be shared with third parties where consent is given.

Mercy Corps participates in the Inter-Agency Misconduct Disclosure Scheme (the "Scheme") ([www.schr.info/the-misconduct-disclosure-scheme](http://www.schr.info/the-misconduct-disclosure-scheme)). Accordingly, we request information from a job applicant's previous employer(s) about any investigations which found that the applicant committed sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents of misconduct under investigation when the applicant left employment. By applying, you confirm your consent to Mercy Corps collecting your prior employment history under the Scheme as part of the application process. Your data will be stored for up to four years.

**Attestation Language:**

"By applying for this position, I attest that I have never violated a sexual misconduct, sexual exploitation and abuse, child safeguarding or human trafficking policy and that I have never been disciplined for violating an employer's code of conduct."

**Apply to: Mercy Corps Juba Office located plot 445 Kololo road thong ping area Juba behind sector 4.**

All applications will include CV, and all relevant copies of official documents, should be submitted in person or by email:

**[ss-apply@mercycorps.org](mailto:ss-apply@mercycorps.org)**





30-H-3  
mol

Approved

*[Signature]*

21/02/2025



## VACANCY ANNOUNCEMENTS

### About Mercy Corps

Mercy Corps is powered by the belief that a better world is possible. To do this, we know our teams do their best work when they are diverse, and every team member feels that they belong. We welcome diverse backgrounds, perspectives, and skills so that we can be stronger and have long term impact.

**Vacancy: HR OFFICER**

**Reports to: HR/Admin Manager**

**Duty Station: Juba**

**Start Date: ASAP**

**Deadline of Application: 13<sup>th</sup> March 2025.**

### GENERAL POSITION SUMMARY:

S/he will work extensively with other departments to ensure that all HR activities (recruitment, onboarding, performance monitoring, staff support and wellbeing exist) are implemented successfully and in timely. S/he will work with the rest of the HR team to ensure that all activities are done in a timely manner and accurately documented.

### ESSENTIAL JOB FUNCTIONS:

#### RECRUITMENT, SELECTION AND PLACEMENT

- Possess a full understanding of MC recruitment policies and HR requirements and ensure compliance with donor and Mercy Corps regulations.
- Assist teams in regular recruitment planning meetings.
- Assist staff as needed to complete recruitment documentation (hiring requests) according to the Recruiting Policies and Procedures of Mercy Corps.
- Support the recruitment process of national staff as needed and as directed by the HR Manager, including posting advertisements, longlisting CVs and arranging interviews.
- Support hiring and other HR processes in accordance with the country's labour law and other regulations, including support in tax payments, benefits payments, vetting of candidates etc.
- Ensure that all required documentation is completed and filled in correctly, and that all recruitment files are in place.

Ensure that the exit process for staff departing Mercy Corps is conducted in line with the HR policies and Mercy Corps requirements.

- Support on processing work permit, finger printer and renewal of Mercy Corps registration certificate.

#### ONBOARDING

- Support the onboarding process for new hires, including creating schedules and saving signed schedules on file.
- Support the implementation of consistent systems of new staff induction and service requests between HR and other departments.





- Ensure HR staff are providing new recruits with MC ID card, email and all relevant documents upon starting their positions. This includes signing of a Job Description, contract, policies and procedures especially the National Staff Handbook and Security Manual.
- Confirm new staff are trained in timesheet procedures.

### **HUMAN RESOURCE MANAGEMENT**

- Maintain job files to the required level in line with Mercy Corps rules and regulations, including recruitment documents, CVs, valid contracts, Personnel Action Forms (PAFs), timesheets, leave days, employee data sheets, disciplinary papers and annual performance evaluations.
- Support the performance review processes as directed by the HR Manager,
- Work closely with HR staff in the country and region, and make sure that HR services are provided on time, with high quality and compliant with policies and manuals.
- Update organization charts on a regular basis with input from HR Manager, Program Managers, SMT.
- Ensure all interventions adhere to Mercy Corps' Gender Policy, Do No Harm principles, and beneficiary accountability standards.

### **POLICIES AND MANUALS**

- Assist team members with information, tools and resources to improve performance & reach objectives.
- Support the HR Manager with updates to tools, policies and manuals as requested.

### **KNOWLEDGE AND EXPERIENCE:**

- Minimum 3-year experience in HR management; international business or related field.
- Strong organizational skills.
- Willingness and ability to interact effectively with a wide variety of people, both international and national personnel.
- Good oral and written English skills.
- Good computer skills on MS Office programs, especially in MS Excel, MS Word
- A demonstrated ability to multi-task and process information into action to enable quick support to program activities.
- A clear understanding of ethics and donor compliance is essential, and conscientious with an excellent sense of judgement.

### **SUCCESS FACTORS:**

The successful candidate will coordinate operations tasks to deliver successful programs while demonstrating excellent stewardship of donor funds and compliance with Mercy Corps and donor regulations. They will maintain strong cooperative relationships with other departments and interact effectively with international and national personnel both in a managerial and training capacity while demonstrating the ability to multi-task, meet deadlines and process information in support of changing program activities. The most successful Mercy Corps staff members have a solid commitment to teamwork and accountability, thrive in evolving and changing environments and make effective written and verbal communication a priority in all situations.

### **Consent Language**

Mercy Corps collects your personal data for the purposes of managing Mercy Corps recruitment related activities as well as for organizational planning purposes globally. Consequently, Mercy Corps may use your personal data in relation to the evaluation and selection of applicants including, for example, setting up and conducting interviews and tests,



evaluating and assessing the results thereto and as is otherwise needed in the recruitment processes including the final recruitment.

Mercy Corps is an international organization consisting of multiple affiliated companies in various countries. Mercy Corps has international sites and uses resources located throughout the world. Your data may be held on secure platforms globally, including outside of the EU. All personal data, whether relating to recruitment or employment, is held on a secure platform and system which is subject to regular testing and audit. Unless stated in the job description that the post involves other organizations with which the information will be shared as part of the recruitment process, your personal data will only be shared with third parties where consent is given.

Mercy Corps participates in the Inter-Agency Misconduct Disclosure Scheme (the "Scheme") ([www.schr.info/the-misconduct-disclosure-scheme](http://www.schr.info/the-misconduct-disclosure-scheme)). Accordingly, we request information from a job applicant's previous employer(s) about any investigations which found that the applicant committed sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents of misconduct under investigation when the applicant left employment. By applying, you confirm your consent to Mercy Corps collecting your prior employment history under the Scheme as part of the application process. Your data will be stored for up to four years.

**Attestation Language:**

"By applying for this position, I attest that I have never violated a sexual misconduct, sexual exploitation and abuse, child safeguarding or human trafficking policy and that I have never been disciplined for violating an employer's code of conduct."

**Apply to:** Mercy Corps Juba Office located at Kololo road thong Ping area plot 445 behind sector 4.

All applications will include CV, and all relevant copies of official documents, should be submitted in person or by email:

**[ss-apply@mercycorps.org](mailto:ss-apply@mercycorps.org)**

