



VACANCY ANNOUNCEMENT: PROJECT OFFICER

About FES

Friedrich-Ebert-Stiftung (FES) is a non-profit German foundation funded by the Parliament of the Federal Republic of Germany and headquartered in Bonn and Berlin. FES promotes the values of Social Democracy, together with partners around the world. Central to its work are the promotion of democracy and social justice, economic and social development, and the advocacy of human rights and gender justice. On the African continent, FES has been working for social justice, democracy, peace and international solidarity for over 40 years through its vast network of more than 20 country and project offices. It has encouraged and nurtured political exchange between Africa, Germany and Europe for many years, acting as a partner to political parties, parliaments, trade unions, media, civil society groups and the interested public.

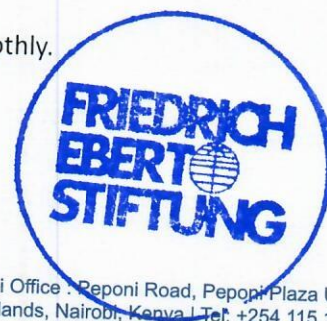
FES is the only German political foundation with a permanent presence in South Sudan and has been active in Juba since 2008. Its activities focus on promotion of inclusive political and social dialogue, people-centred policymaking for equitable and gender just socio-economic development, participatory democracy and sustainable peace in cooperation with a wide array of South Sudanese partners.

FES-South Sudan is currently looking to fill the following position:

Job:	Project Officer (full time)
Duty Station:	Juba, South Sudan
Type of contract:	One-year fixed term with possible extension based on performance
Hours of Work:	Full time; 40hrs/week
Start:	As soon as possible

Duties and responsibilities

- Implement project activities in cooperation with partners and in coordination with the Programme Manager, draft activity budgets and ensure compliance with FES financial and procurement regulations
- Deliver timely narrative and financial reporting on activities in line with funding requirements and monitor achievement of set indicators and project objectives
- Coordinate and support facilitation of activities.
- Assist in developing activity materials.
- Provide technical support for developing strategic programming documents, project proposals, and activity schedules.
- Ensure documentation of lessons learned, best practice, case studies and disseminate to concerned stakeholders.
- Preserve all activity documentation and maintains regularly updated records and data base of partners, consultants and stakeholders.
- Maintain liaison with partners, participants, and stakeholders to run the programs smoothly.
- Provide logistical and administrative support for overall programme.



- Perform any other work-related duties and responsibilities that the Programme Manager or the Country Director may assign.

Competencies and requirements:

- University degree or diploma in social sciences, economics or related fields
- Minimum of three years of experience in administrative or junior project management role in a busy non-profit organization
- Excellent knowledge of spoken and written English
- South Sudanese national

Other skills required

- Collaborative approach to working with others.
- Ability to manage priorities, work under pressure and meet tight deadlines.
- Initiative and high level of integrity, reliability, and ability to familiarise oneself quickly with new topics, tasks and to acquire new skills.
- Excellent problem-solving skills.

How to Apply

Applications should consist of a typed motivation letter, a comprehensive CV and at least two references. FES is an equal opportunity employer - all applications will be considered on merit alone. FES South Sudan welcomes applications until Wednesday, 23 August, 2023 by sending above mentioned and supporting documents in one single pdf file to margaret.mkavita@fes-southsudan.org or hand delivering hard copies to the FES office in Hai Malakal (address in footer). Only shortlisted candidates will be contacted.



A handwritten signature in black ink, appearing to read "A. Reuss".

Dr. Anna Reuss
Country director, FES South Sudan
Juba, 3 August 2023

