



VWB Canada- UAP-Equatoria Tower, Hai Neem, Malakia-Juba Road, Juba- South Sudan

JOB ADVERTISEMENT – PROJECT ASSISTANTS

ABOUT VSF CANADA

Veterinarians without Borders/ Vétérinaires sans frontières – (VWB/VSF Canada) is a charitable, International humanitarian organization, founded in 2005, whose mission is to work for, and with, those in need to foster the health of animals, people, and the environments that sustain us. VWB engages in activities around the world related to the health of farm animals, urban domestic animals, and wildlife, as well as public and ecosystem health. See www.vwb.org for more details.

South Sudan Livelihoods and Resilience Project (SSLRP) is a community-driven development project executed by the South Sudan Ministry of Agriculture and Food Security. The project is funded by the International Fund for Agricultural Development (IFAD). VSF Germany has been assigned a leading role in the implementation of the project in five counties of Torit, Bor South, Magwi, Terekeka, Kajo Keji. The South Sudan Ministry of Agriculture and Food Security and its partners IFAD, VSF-Germany, AAHI and VWB/VSF Canada secured additional financing from the Global Agriculture and Food Security Program (GAFSP) to scale the project to **3** other Counties (**Wau, Jur River and Awerial**) and increase the number of payams in the existing Counties. The GAFSP is a multilateral financing platform dedicated to improving food and nutrition security worldwide. Under the additional financing, VWB/VSF Canada will implement the SSLRP project in the 3 new Counties.

VWB/VSF Canada is seeking to recruit qualified and well-experienced Project Assistants (3) to support the implementation of this project in Wau, Jur River and Awerial in Western Bahr-EI-Ghazel and Lakes States respectively. He/She will be based in the County but with frequent visits to the field sites (Payams, Bomas and Villages). The incumbent will work in collaboration with other staffs, local authorities, and the Project Manager.

ABOUT THE JOB

Position Title: Project Assistant- SSLRP

Number of Positions: 6

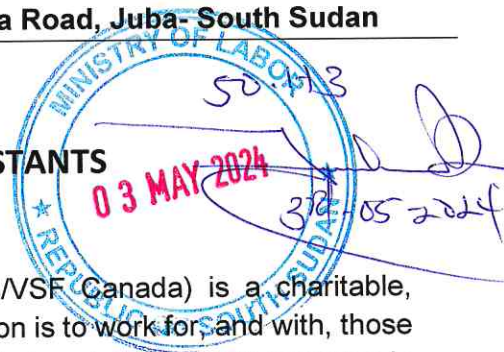
Duty Locations: Wau, Jur River and Awerial

Reporting to: The Project Officer

Term: Full-time, 12 Months (3 Months' Probation) Renewable depending on performance and funding.

JOB SUMMARY

The purpose of the Project Assistant's position is to support the Project officer in effectively implementing the **South Sudan Livelihoods Resilience Project (SSLRP)** in the assigned County of responsibility. He/she ensures the proper implementation of Project activities in the assigned location in collaboration with other team members of the project and partners like AAHI, VSF Germany, Line Ministries and local





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authorities. The **Project Assistant** will play a pivotal role in the successful implementation of the project activities as a team leader at the county level, He shall ensure the project aligns to the key cross cutting issues: environment, gender, and nutrition considerations. He/she will work closely with the other project team, AAHI, stakeholders, and communities to achieve project objectives and contribute to improved food security and livelihoods for target beneficiaries.

The position will be supervised by the Project Officer for SSLRP with administrative and technical support from the Project Management Team (PMT) at the country level.

Key Duties and Responsibilities

Administrative and Operational Support

- Provide daily administrative and operational support to VWB's office in the field
- Assist the Finance and Administration Officer and Project Officer with travel arrangements for staff and workshop and training participants e.g. preparation of travel requests and travel advances, payments and flight bookings
- Assist the VWB/VSF field office staff with logistical support e.g. maintaining inventory files and supporting the procurement of office supplies and equipment as well as maintenance of office premises and compound;
- Undertake actions related to the administration of the human resources activities in the field eg: maintenance of personnel files e.g.leave requests, copies of employment contracts and performance evaluations, and all administrative/HR records.
- Assist the Admin and Finance Officer in the preparation of project financial reports with all the required supporting documents for submission to donors on time and maintain these reports in an effective, up to date and accurate manner
- Assist the development of financial projections and verify all financial reports on the respective project component.
- Provide project expenditures and the status of the activity budget.
- Assist with the day-to-day management of office petty cash and maintain its records

Project/Program Support

- Assist the Project Officer with the implementation of the SSLRP Project in the field
- In close consultation with the Project Officer, liaises with relevant government institutions, counterparts, NGOs, and CBO partners with the objective of effective implementation of the project activities.
- Conduct grass root beneficiary assessment, beneficiary mobilization and registration in the project sites.
- Organize field visits and field assessments to monitor project implementation and collect data on the project's progress
- Assist the Project Officer with the preparation and submission of timely and accurate progress reports on project activities including any obstacles affecting project implementation.
- Conduct Input distribution to registered beneficiaries (crop seeds, vegetables, seeds, tools and fishing kits) and small ruminants (sheep and goats)
- Support in the establishment of demonstration plots for training on good agronomic practices





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- Facilitate training and strengthening of smallholder farmers, rural producer organizations (RPOs) and farmer groups
- Participate in stakeholder meetings and FSL cluster meetings at the County level
- Carry out any other duties as may be assigned by the Line Manager.

Job Requirement

Qualifications, Experience & Skills required.

- Diploma or Bachelor's degree in Agriculture, Agribusiness, Development Studies, Environmental Studies, or a related field.
- Minimum of 3 years of experience working in FSL projects, preferably with experience in integrating environment, gender, and nutrition themes.
- Proven experience in project management, monitoring, and evaluation.
- Excellent communication, interpersonal, and team-building skills.
- Experience working in Wau, Jur river and Awerial Counties is a plus.
- Commitment to gender equality and social inclusion.
- Understanding of environmental sustainability principles and practices.
- Knowledge of nutrition-sensitive interventions and their integration into FSL programs.
- Knowledge and experience of working with pastoral communities and speaking local Arabic languages will be an added advantage.
- Excellent computer knowledge, communication and report writing skills.
- Good in teamwork, gender equality, sensitivity to cross-cutting issues and participatory approaches, and focus on sustainable development
- Willingness to work in remote pastoral settings with beneficiary communities.

How to apply:

To apply, submit a cover letter and detailed resume **clearly explaining how your skills and experience meet the expectations of the position description and academic certificates**. Please submit your application to: ssrecruitment@vwb.org or hand deliver to our office at UAP Equatoria Tower- 6th Floor Wing B. Hai Neem- Malakia-Juba Road.

Application closes: May 24, 2024

Please write **“Project Assistant- Wau”, “Project Assistant- Jur River”, or “Project Assistant- Awerial”** in the **subject line of the email** depending on which County you are applying for.

VWB/VSF is committed to diversity and inclusion within its workforce and encourages qualified female and male candidates from all religious and ethnic backgrounds, including persons living with disabilities, to apply to join our organization.

NB: This Position is only for South Sudanese Nationals.

