

JOB ADVERTISEMENT

POSITION: PROJECT ASSISTANT (Emergency Shelter/ NFI)

LOCATION: GANYIEL, PANYIJAR COUNTY

Job summary (Job Description)

The Emergency Shelter and NFI Assistant will primarily be responsible for ensuring minimum standards in shelter and NFI distribution for Persons with Specific Needs are met and maintained in the emergency protection program in Panyijar County.

Duties and Responsibilities

Responsibilities will include, but not necessarily be limited, to the following:

- Assess and continuously monitor the shelter conditions and NFI needs for PWSNs
- Develop and implement a needs-based work plan for NFI distribution
- Support implementation of standard operating procedures for Shelter allocation and NFI distribution
- Develop and maintain beneficiary records and distribution lists
- Where necessary, oversee activity of contractors for any construction works related to shelter maintenance and improvements
- Actively contribute to the implementation of measures to minimize negative impacts
- Support assessment and reporting for internal and external use.

Project Reporting

- Provide regular and timely updates to the Shelter and NFI officer in accordance to the set reporting timelines.
- Ensure preparation and submission of weekly updates to the Shelter and NFI officer.
- Contribute to preparation of internal project activity narrative of implementation status as required by the project donors.

Person Specifications

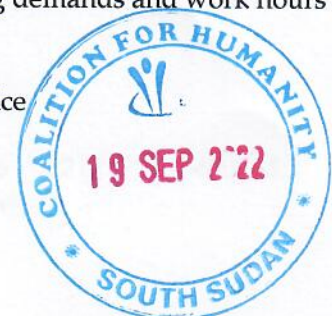
a) Education and Experience

- A technical diploma or certificate in a related discipline.
- Minimum 2 years of proven experience in Emergency Shelter and NFI distribution
- Excellent writing and reporting skills.

b) Behavioral Competencies

- Flexibility in approach and an ability to adapt to varying demands and work hours
- Ability to identify problems and resolve them
- Ability to work with minimal supervision
- Proficient skills and experience in working with MS Office
- Ability to work well with a cross-cultural team
- Fluent in the local language

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Approved by
no 1 29/09/22



- Familiarity with international humanitarian operations, coordination structures, and the mandates of donors, UN agencies, and other NGOs.

NB. The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience. **Interested South Sudanese candidates are invited to submit their application letter and a detailed CV to the CH office in Juba or Panyijiar or online to jobs@ch-ssd.org by 7th October 2022. Female applicants are encouraged to apply.**



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