WUSC EUMC

EMPLOYMENT OPPORTUNITY

INTERNAL/EXTERNAL POSTING

POSITION TITLE: Senior RLO Opportunity Fund Officer , DREEM
POSITION LOCATION: Juba South Sudan
REPORTS TO: Country Director, WUSC South Sudan /RLO Opportunity Fund Manager, Kenya
CONTRACT TERM: 1 Year, Renewable, Full Time
LANGUAGES REQUIRED: Fluency in English is required
APPLICATION DEADLINE: 17th November 2026
EXPECTED START DATE: ASAP

Are you an experienced Senior RLO Opportunity Fund Officer? WUSC is currently looking for a Senior RLO Opportunity Fund Officer to support a project.

BACKGROUND

WUSC is a Canadian global development organization working to catalyze positive education and economic outcomes for young people. We bring together and collaborate with a diverse network of partners (including students, volunteers, schools, governments, not-for-profits, and businesses) who share this mission. Together, we influence systems change, and foster inclusive, youth-centered solutions that enable young people to thrive and belong. We work with all young people, with a focus on women and displaced populations. WUSC currently operates in 28 countries across Africa, Asia, the Middle East, and Latin America and the Caribbean, as well as in Canada, with an annual budget of approximately CAD $65 million. Our global team includes over 100 staff in Canada and more than 250 staff internationally, implementing a diverse portfolio of development projects in collaboration with numerous multilateral and bilateral donors, and philanthropic foundations.

Displaced and Refugee Youth Enabling Environment Mechanism (DREEM) Project

WUSC kicked off the second phase (2026-2031) of an exciting initiative, which aims to significantly expand efforts to help refugee and displaced persons (RDP) youth, particularly young women, secure dignified and fulfilling work and access education opportunities across Africa. Building on prior successes, this Phase II will deepen engagement in new

Approved
D/G LABOUR
27.10.2026

WORLD UNIVERSITY SERVICE OF CANADA SUDAN

MINISTRY OF LABOR
28 OCT 2026
REPUBLIC OF SOUTH SUDAN

geographies, strengthen local ecosystems, and equip partners with the necessary knowledge and tools for lasting change. A core strategy is emphasizing the engagement and strengthening of Refugee-Led Organizations (RLOs) to provide sustainable, locally-led technical assistance.

Over the next five years, Phase II's ambitious goals include indirectly enabling one million RDP youth to secure dignified work and 35,000 to access education through the provision of expert technical assistance to a broad ecosystem of actors. Key implementation strategies involve working closely with RLOs through three pathways: providing financial access via an RLO Opportunity Fund, strengthening their capacity to provide technical assistance to partners, and embedding them across Phase II's functional areas. WUSC will serve as a network orchestrator, facilitating connections for scale and training partners and other stakeholders on RDP inclusion. The initiative will achieve its targets by increasing knowledge among partners, enhancing capacity to develop innovative programming, improving collaboration and inclusive policies, and strengthening the institutional ability of RLOs to design, implement, and sustain RDP solutions.

Refugee-Led Organization Opportunity, Fund Brief
The DREEM project provides technical assistance to Mastercard Foundation and its partners on the inclusion of refugees and displaced young people (RDPs). As part of WUSC's established approach and the wider localization agenda, the DREEM project is set to partner with Refugee-led Organizations (RLOs) in several African countries to strengthen their capacity to operate sustainably and efficiently. Strengthening refugee-led initiatives and RLOs is an important part of fostering RDP-led solutions and ensuring sustainability. The initiative will directly enable over 5,000 RDP and host community youth across Africa, 70% of whom will be women and 10% youth with disabilities, to access dignified and fulfilling work.

In order to improve the provision of quality gender-responsive services that can attract and improve access to future revenue streams, WUSC believes that RLOs need capacity strengthening support and direct funding for their work to lead to positive structural changes in the supporting environment for RDP youth. The project officer would be supporting the RLOs' capacity strengthening with team members. By facilitating RLOs' sustained, long-term funding and capacity, WUSC hopes to ultimately increase their participation, influence, and decision-making power.

RESPONSIBILITIES

Key Responsibilities

1. *Grant Cycle Administration Support*

MINISTRY OF LABOUR REPUBLIC OF SOUTH SUDAN 28 OCT 2026
WORLD UNIVERSITY SERVICE OF CANADA SOUTH SUDAN
27/10/2026 TML

- Assist in the dissemination of open and transparent calls for proposals to RLOs in English, French, and other languages as needed.
- Organize and maintain a database of applicant RLOs and support the coordination of selection panels.
- Support the RLO Opportunity Fund Manager in the day-to-day operations of the project in South Sudan and any other geographies assigned;
- Help process and track documentation for the rigorous due diligence of RLO partners, including screening and reviewing organizational policies.
- Coordinate the scheduling of regular monitoring visits and reflection meetings between the Fund team and RLO partners.
- Provide general administrative support, including handling communication, scheduling meetings, preparing reports, and maintaining project documentation.

2. *Capacity Building and Logistical Coordination*

- Provide logistical support for the delivery of the Opportunity Fund's core curriculum on institutional support (e.g., financial management, safeguarding, and operational policies).
- Assist in organizing workshops, training sessions, and mentorship programs for RLO staff.
- Support RLOs in the development of mentorship programs that pair refugee youth with experienced mentors and industry professionals.

3. *Monitoring and Reporting*

- Assist in the collection of data and reports from RLO grantees to track progress toward youth employment and education targets.
- Support the finance team in tracking fund disbursements and ensuring RLOs meet reporting deadlines.
- Help maintain a library of "best practices" and learning products developed from the Fund's activities.
- Help track and monitor the implementation of training sessions and mentorship programs.
- Assist in the collection and analysis of data related to program outcomes, including employment placements, business creation, and skills development • Help in the preparation of project reports, presentations, and other materials for stakeholders and donors.

Work environment

- Promote and maintain an organizational culture that advances gender equality, reduces power abuse and inequalities, and fosters trust, respect and safety.
- Create a working environment is free from sexual exploitation, abuse and harassment (SEAH)



TMC

- Ensure high standards of prevention and response measures for SEAH are in place consistent with the WUSC's safeguarding policies and WUSC's Code of Conduct.

QUALIFICATIONS AND COMPETENCIES

Education

- Minimum of a Bachelor/Degree in International Development, Social Sciences, Business Administration, Project Management, or a related field.
- 4–5 years of experience in administrative support, grant assistance, or project coordination within an NGO environment.
- Lived experience as a displaced person or a strong background working directly with RDP communities and RLOs is highly valued.
- Fluency in English is required; professional proficiency in Juba Arabic is highly desirable to support partners in Francophone Africa.
- Strong organizational skills, proficiency in Google Workspace, and experience with database management.
- Ability to support RLO programming in other countries remotely is highly valued
- A deep commitment to WUSC's values of inclusivity, gender responsiveness, and supporting locally-led solutions.
- Commitment to WUSC's mission of building a better world for all young people, particularly displaced and refugee youth.

Experience & Competencies

- Excellent written and verbal communication skills in English.
- Curious, enthusiastic and willing to innovate and adapt.

Languages

- Fluency in oral and written English is required
- Ability to travel internationally as required
- Ability to work a flexible schedule with multiple time zones

Other requirements

- The headquarters of this initiative is located in Nairobi, Kenya; the Project Officer is expected to be based in South Sudan and must be a South Sudanese by nationality and already possess the relevant work authorizations;

MINISTRY OF LABOUR
REPUBLIC OF SOUTH SUDAN
28 OCT 2026
TML

- The role will require frequent travel across South Sudan, and occasional international travel for conferences, workshops and meetings;
- Ability to work a flexible schedule.
- Application deadline 17th November 2026

APPLICATIONS

Candidates must be a South Sudanese national. WUSC will not facilitate any work authorization process or relocation. Interested candidates who meet the required qualifications and experience are invited to submit their application, which should include: 1. A detailed Curriculum Vitae (CV).

2. A cover letter (maximum one page) explaining their suitability for the position.

3. Copy of academic qualifications and Nationality ID

4. Contact details of three professional references starting with your last employer. If you are interested in this position, please follow this link to apply through our website https://wusc.bamboohr.com/careers/414 or deliver hard copies at our Office at Scandic Building next to Crown Hotel.

WORLD UNIVERSITY SERVICE OF CANADA
LABOR
CT 2026
SOUTH SUDAN

27/10/202