



Nimra Talata Behind Queens Hospital next to Basket Ball

0924988022/ 0919 061 453.

[carealliance212@gmail.com](mailto:carealliance212@gmail.com)

[www.carealliance-ssd.org](http://www.carealliance-ssd.org)

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Approved



**Position: Volunteer Program Officer.**

### Organization Background.

Care Alliance is a registered non-profit, non-governmental, multi-sectoral relief and development organization dedicated to fighting poverty and injustices to reduce human suffering. CARE ALLIANCE was established in 2019 to equip people with skills; provide relief and development assistance to poverty-stricken communities with a special focus on women, children, and youth initiatives, and help affected communities to improve the provision of basic and holistic sustainable development services focusing in resilience and reducing injustices, hunger and diseases.

Care Alliance is seeking a passionate South Sudanese **Volunteer Program Officer** to join our dedicated team. In this crucial role, you will play a key leadership part in shaping our Programming strategy, ensuring we have the right approach and systems in place to deliver impactful work for the communities we serve.

### I. INDIVIDUAL PARTICULARS



IDENTIFICATION ROLLING ADVERTS.	
Job Title	Volunteer Program Officer
Positions	One (1)
Reports to	Program Coordinator
Duty Station	Juba Head Office and frequent Field Visits.
Start Date	8 <sup>th</sup> to 27 <sup>th</sup> May 2024
Contract type	Temporal
Contract End Date	31 <sup>st</sup> December, 2024
Contract duration	6 Months
Level	<b>Only South Sudanese Nationals</b>

## 2. MAIN PURPOSE OF THE JOB

As a Volunteer Program Officer with CARE ALLIANCE, your main responsibility is to assist in the planning, implementation, and coordination of programs and projects aimed at addressing the needs of our target beneficiaries. You will work closely with the Program Coordinator and other team members to ensure the effective delivery of our organization's initiatives.

## 3. DUTIES AND RESPONSIBILITIES

### A. Program Support:

- Assist in the development and implementation of Care Alliance program plans and activities.
- Support the coordination of program activities, including workshops, training sessions, and community events.



### B. Documentation and Reporting:

- Assist in documenting program activities, including preparing reports, case studies, and success stories.
- Maintain accurate records of program data and beneficiaries' information.

### C. Community Engagement:

- Engage with program beneficiaries and community members to understand their needs and concerns.
- Assist in conducting community assessments and surveys as needed.

### D. Partnership Coordination:

- Support in building and maintaining relationships with partner organizations, stakeholders, and volunteers.
- Assist in organizing meetings, workshops, and collaborative events with partners.

### E. Monitoring and Evaluation:

- Assist in monitoring program activities and progress against set objectives.
- Participate in program evaluations and assessments to gather feedback and identify areas for improvement.

### F. Capacity Building:

- Support in organizing training sessions and capacity-building activities for beneficiaries and volunteers.



- Assist in providing technical assistance and guidance to program participants as needed.

### G. Advocacy and Awareness:

- Assist in raising awareness about key issues addressed by the organization's programs.
- Support advocacy efforts aimed at promoting policy changes and community empowerment.

### H. Administrative Support:

- Provide general administrative support to the program team, including scheduling meetings, preparing materials, and managing correspondence.

### 4. Qualifications and Skills:

- Bachelor's degree in a relevant field (e.g., social sciences, development studies, international relations).
- Strong organizational and time management skills.
- Excellent communication skills, both written and verbal.
- Ability to work effectively in a team and independently.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Previous experience in volunteer work or community engagement is desirable but not required.

### 5. CONTACTS ARISING FROM THE JOB

- Within the Organization: Programs Director, Program Staff
- Outside the Organization: Community Leaders, Local Partners, Donors

### 6. SPECIAL WORKING CONDITIONS

- This position may involve moderate travel to project sites, sometimes to hardship areas.

### 7. PERFORMANCE MEASURES AND INDICATORS

- Development of program plans and budgets
- Timely submission of reports and proposals
- Successful engagement with stakeholders and partners.

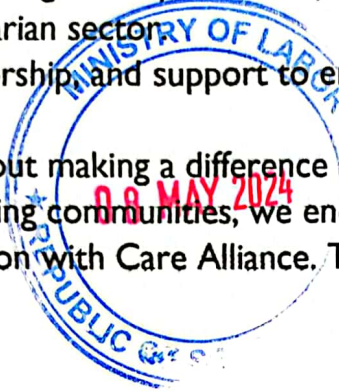
8. **Time Commitment:** This is a volunteer position with a flexible time commitment. The Program Officer Volunteer is expected to dedicate approximately 10-15 hours per week to their role, with the possibility of additional hours during peak periods or special projects.



## Benefits:

- Gain valuable experience in community development, project management, and humanitarian work.
- Make a meaningful contribution to empowering vulnerable communities and creating positive social change.
- Opportunity to work alongside experienced professionals and build a network of contacts in the humanitarian sector.
- Receive training, mentorship, and support to enhance skills and personal development.

If you are passionate about making a difference and want to be part of a dynamic team committed to empowering communities, we encourage you to apply for the Program Officer Volunteer position with Care Alliance. Together, we can create a brighter future for all.



Send your Application Letter and CV to or bring hard copies to

<b>Application:</b>	<ul style="list-style-type: none"><li>▪ <b>How to apply:</b> Applications sent to <a href="mailto:carealliance212@gmail.com">carealliance212@gmail.com</a>; Juba-South Sudan Head Office in Nimra Talata Behind Queens Hospital next to Basket Ball. Contact us at <b>0924988022/ 0919 061 453</b>.</li><li>▪ <b>What is required:</b> updated CV, Motivation letter, Certificates, Copy of National ID or Passport also is a must.</li><li>▪ <b>Deadline:</b> May 27<sup>th</sup>, 2024 at 5:00PM</li><li>▪ <b>NB: Female candidates are strongly encouraged to apply</b></li></ul>
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This role offers an exciting opportunity to gain hands-on experience in program management and make a meaningful impact within our organization and the communities we serve.

### Attention!!!

**Care Alliance has a ZERO TOLERANCE approach to any abuse, sexual harassment of, or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. Care Alliance expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time at Care Alliance. Care Alliance is an Equal Opportunity Employer, promoting gender, equity, and diversity, and women candidates are strongly encouraged to apply.**

