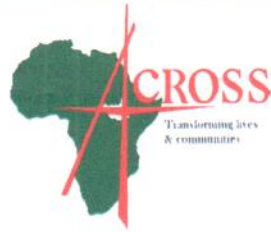


ADVERTISEMENT-VACANCY ANNOUNCEMENT



50-H3
Approved
11/4/2020

POSITION TITLE: Liaison Assistant

LOCATION: Kapoeta East – Based in Kapoeta South

REPORT TO: Program manager

CLOSING DATE: 20th April 2020

Across is a faith based international non-governmental organisation and seeks to a recruit committed Christian, passionate about his/her work and willing to demonstrate his/her faith at the work place.

JOB OVERVIEW:

Under the guidance of the Liaison Assistant officer at ACROSS headquarters and supervision of the program manager of the PMU project, the Liaison Assistant will work in the project sites – Kapoeta town to cover duties and activities to ensure the operational implementation, communication and liaison of the project works are carried out according to ACROSS rules and regulations. Hence to provide high quality project implementation, ensuring accurate effectiveness, and timely deliveries of all project activities. The Liaison Assistant will work in coordination with others relevant departments and staff such as the finance, the logistic, procurement and Programme Manager. She/he will also coordinate PMU field staff and consultant, cooperating closely with the above mentioned departments according to ACROSS policy on channel of communication, ensuring an overall efficient and effective liaison with the Juba and project staff respectively. The incumbent will be based in Kapoeta South County.

SCOPE OF ROLE:

- Assurance of effective and efficient implementation PMU humanitarian Project, where issues could be brought to the attention of the Head of Programs and PMU Programme Manager, consulted and to be resolved efficiently.
- Cooperate with the ACROSS finance and HR teams on documentations preparation to comply with ACROSS rules and regulations (project implementation, monitoring and evaluation)

- Cooperate with the CROSS finance team on documentation preparation to comply with ACROSS and donor rules and regulations in project implementation, monitoring and evaluation (whereby the ACROSS Finance
- Work under the Coordination of the Programme Managers in relation to ACROSS technical assistance and capacity building mandate.
- Liaise between Kapoeta East project “Multi-sectoral Lifesaving Humanitarian Assistant” and ACROSS Juba program staff including Procurement and logistic, Project officer and Project Manager to ensure effective communication, logistic support and purchase of supplies.
- Purchase of supplies for Kapoeta East project. Facilitate movement of supplies and personnel to and from Kapoeta East location.
- Oversight of Kapoeta East Liaison Operations including liaising with air travel agents and other service providers in Eastern Equatoria state.
- Attend weekly, monthly or quarterly sub clusters and government agencies meeting in Kapoeta town

Documentation, Reporting and knowledge management

- Prepares an up to date sitreps report on weekly or monthly coordination activities and document some of the learnings/ challenges with Juba office.
- Ensure safety and confidentiality of all project information, including movement plan of project staff in and out of kapoeta South and East.

QUALIFICATIONS

- **Education:** Diploma in Public administration, Social work, Community Development or related fields
- **Experience:** 2-5 years relevant experience in working in similar roles in the past
- **Language:** Fluency in oral and written in (Arabic) and English.
- **Other Desirable Skills:** able to respond or assist in emergency situations and have very good interpersonal, mediation, negotiation and conflict resolution skills.
- **Professionalism** – Flexible, adaptable and able to work effectively in a range of settings and in a cross-cultural situation and be knowledgeable of the services available in the community particularly in both humanitarian and development framework. He/she must demonstrate sound judgment particularly in dealing with safety issues and in dealing with institutions of different characters and policies and should have an understanding of multi-sectoral emergency response
- **Commitment to Continuous Learning** – Willingness to keep abreast of new developments in the field.

- **Planning & Organizing** – Ability to coordinate work with others, work under pressure of tight and conflicting deadlines and handle concurrent activities.
- **Technological awareness** – Computer literacy, especially in MS Word and Excel.
- **Other** – Ability to operate independently in austere environment for protracted periods
- **Teamwork** – Excellent interpersonal skills, including ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- **Communications** – Excellent communication and customer relations skills.

SKILL AND COMPETENCES

- Committed Christian with a heart for disadvantaged communities as refugees
- Demonstrate integrity, excellence, stewardship, and collaborative abilities.
- Display trustworthiness, honesty, confidentiality and should be comfortable working in a team setting.

How to apply:

Interested candidates to submit their updated CV, covering letter and written Christian testimony by email to recruitment@across-ssd.org or by hand to ACROSS Office Kapoeta town located at KAPEC compound. Given it is an emergency project; applications will be reviewed as they are received. Kindly quote the position title clearly.

Kindly note the following:

- Only shortlisted candidates will be contacted
- Attach copies of all documents required (Academic, personal, CV, application & Christian testimony). Any application without these attachments will not be considered.
- This Vacancy is open to South Sudanese nationals only and persons with the knowledge of the local text will be given preference.
- Applications once received are NOT Returnable

