

- Prepare and submit activity plans and reports to the team Programme Coordinator on agreed schedules.
- Provide verbal and written feedback to supervisor on progress, lesson learnt, achievements and gaps, issues and problems.
- Keep a database of the number of beneficiaries per activity in each location, disaggregated by sex.
- Any other duties as may be assigned by the Program Coordinator.

**Required qualifications:**

- University degree in Law, Development studies, social sciences or other related discipline;
- Project management experience in Donor funded projects.
- Prior experience or familiarity with NGO sector would be an advantage; .
- Good spoken and written English and /Arabic and relevant computer skills.
- High respect to client/organization confidentiality.
- Demonstrated interpersonal skills and respect for people with special needs and other vulnerability.
- Ability to work in a multicultural context as a flexible and respectful team player.
- Experience of work in the UN or NGO or voluntary sector is highly preferred.

*To be successful in this role you must have: Experience in management of a team and excellent analysis and reporting skills; with a high regard toward preserving confidentiality of work-related information and data.*

***How to Apply:***

*All application should be addressed to the human Resource Officer, National Relief and Development Corps  
Via the email: [nrdcsouthsudan@gmail.com](mailto:nrdcsouthsudan@gmail.com). Hand delivery to: NRDC Office, Thongpiny Kololo road  
opposite TM lion Hotel Juba- South Sudan.*

*Candidates must state the position and location they are applying for as the subject of their email,  
application letter and Curriculum Vitae should be in a single Microsoft word document, otherwise  
applications will not be considered.*

