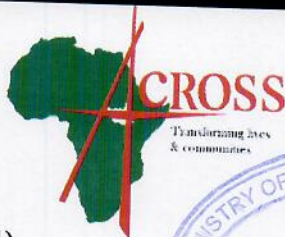


## ADVERTISEMENT-VACANCY ANNOUNCEMENT



50.H.3  
Approved  
M.C.  
28/7/2020

Position Title: **Project Field Officer (1)**  
Location: **ACROSS Boma Field Office**  
Report To: **Education Project Manager**  
Closing Date: **18<sup>th</sup> August 2020**

ACROSS is an Interdenominational Christian and Humanitarian Organization serving South Sudan since 1972 with a mission of "Transforming lives and communities in South Sudan and beyond." ACROSS has been implementing an integrated education and peace-building project in Boma since 2016. The project aims to increase local level peace resilience among communities in Boma and to contribute to improved access to inclusive quality basic education through the support of ALP/ECD schools/centres. ACROSS is looking forward to recruit a qualified South Sudanese to fill the position of Project Field Officer.

### GENERAL DESCRIPTION OF THE ROLE:

The Project Field Officer will play a key part in the implementation of the project. He will work alongside the Education Project Manager to deliver the project. The role will include working with peace committees, provision of support in ACROSS ALP/ECD supported schools/centres (including other primary schools), monitoring and documentation, training coordination and project implementation. The post requires working closely with community leaders, local government authorities and including civil society organizations (CSOs). The position is based in Boma.

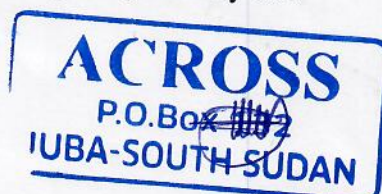
### DUTIES AND RESPONSIBILITIES

#### a) Strategic and project development

- Contribute to internal discussions on thematic issues particularly on peace building and conflict resolution
- Contribute to further develop, and deepen understanding of peace building and conflict sensitivity thematic issues and approaches.

#### b) Project Implementation

- Support the education project manager with general coordination;
- Plan, support or participate in trainings and capacity building activities on peace and peace-building;
- Be ready to be an enthusiastic advocate for all aspects of basic education and peace-building, particularly showing sensitivity to vulnerable and marginalized groups;
- Support planning, development and implementation of the project.
- Organize and facilitate dialogue meetings, workshops and forums with stakeholders in efforts to prevent violent conflict and promote cooperative approaches to peace, security and conflict resolution;



- Responsible for accurate narrative reporting against agreed objectives and results frameworks;
- Participate in and contribute to quarterly and other scheduled project performance review meetings;
- Facilitate the training of teachers;
- Work with school authorities, local government and PTAs/SMCs to ensure that all children have access to education services;
- Engage with communities to ensure that all children (especially girls) are enrolled and kept in school.

#### **c) Monitoring, Documentation, Communications and reporting**

- Ensure that at all time the project target achievement is in line with the planned log frame;
- Work with the project manager to design appropriate mobilization and sensitization messages for the target population;
- Contribute in the development of project implementation tools including implementation manual, Detailed Implementation Plans (DIPs), M&E Plans, Procurement Plans, Communication plan, weekly/monthly work plans as may be necessary;
- Document community and stakeholders' feedback and share with relevant stakeholders for appropriate action.
- Ensure timely submission of timely project reports as per Donor requirements.
- Conduct timely documentation of project progress through case studies, stories, photos, videos, among others.
- Regular monitoring and evaluation of project implementation;
- Prepare and submit timely monthly, quarterly, annually narrative and financial reports.
- Implementation of an effective programme and project monitoring and evaluation system.
- Compliance with the requirements of the ACROSS's M&E System.

#### **d) Coordination and Networking**

- Represent ACROSS at relevant functions as may be requested by the education project manager.

### **QUALIFICATIONS & PREFERRED SKILLS**

#### **a) Essential**

- Diploma or equivalent in social sciences or related area of studies.

#### **b) Desirable**

- Training in education and/or peace-building or conflict related projects

### **EXPERIENCE**

#### **a) Essential**

- A minimum of 2 -3 years' relevant work experience in supporting community-based initiatives, preferably in education and/or peace-building / conflict prevention or related field.
- An understanding of the education and peace-building and conflict prevention issues in Boma.
- Good knowledge and understanding of the local contexts and sensitivities.

- Previous direct coordination skills.

#### b) Desirable

- Previous direct experience of supporting implementation of education and/or peace-building related.

#### PERSONAL SKILLS

- Fluency in written and spoken English, Arabic and local languages being spoken in Boma and its environments.
- Good analytical skills and communication skills, written and oral;
- Good time management skills with ability to work on multiple tasks;
- Good relationship management skills and the ability to work closely with local partners and community members;
- Proactive, resourceful, solutions-oriented and results-oriented;
- Observation, active listening, and analytical skills with the ability to make sound judgments;
- Attention to detail, accuracy, and timelines in executing assigned responsibilities.

#### PERSONAL QUALITIES

- A positive problem-solving approach;
- Enthusiasm to learn and apply new skills;
- Good interpersonal communication and team-working skills;
- Ability to work under pressure.

#### How to Apply:

Interested candidates to submit their updated CV, cover letter, and written Christian testimony by Email to [recruitment@across-ssd.org](mailto:recruitment@across-ssd.org) or by hand to ACROSS Office in Boma. Kindly quote the position title clearly. ACROSS is an equal opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity or political affiliation.

#### Note the following:

- Only shortlisted candidates will be contacted.
- Attach copies of all documents required (academic credentials, personal recommendations, CV, application & Christian testimony). **Any application without these attachments will not be considered.**
- Given it an Emergency Response Project, applications will be reviewed as they are received, the position might be filled before the deadline.
- This vacancy is open to South Sudanese nationals only and persons with the knowledge of the local text will be given preference.
- Female candidates are encouraged to apply.
- Applications once received are NOT Returned.

