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Approved by A/Director,
MOEYS
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27/02/2026



AID LINK ORGANIZATION (ALO)

SOUTH SUDAN

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Date: February 26, 2026

JOB ADVERTISEMENT

Job Title	Project Officer – ICLA
Number of Positions	One (1)
Duty Station	Kajo-Keji County, Central Equatoria State (Non-Relocatable)
Position Reports To	Education Coordinator
Desired Start Date	ASAP
Closing Date for Applications	March 26, 2026
Contract Duration	6 Months (with possibility of extension subject to performance and funding)
Project	NRC-Supported Integrated Education and ICLA Project

Organizational Background

Aid Link Organization (ALO) is a leading national humanitarian organization operating in South Sudan since its establishment. ALO's key sectors of humanitarian intervention include **Food Security and Livelihoods, Education in Emergencies (EiE), Vocational Training Programs, Child Protection and GBV, WASH, and Shelter and NFI**. The goal of ALO's programming is to ensure that crisis-affected communities access **safe, inclusive, and quality services that uphold their rights and dignity**.

ALO has extensive experience implementing integrated protection and Education in Emergencies (EiE) programming across South Sudan, including **Information, Counselling, and Legal Assistance (ICLA)** interventions that strengthen community access to civil documentation, legal identity, and justice services. ALO currently implements integrated programming in collaboration with **Norwegian Refugee Council (NRC), Save the Children International (SCI), Ministry of General Education and Instruction (MoGEI), DRA**, and other partners.

ALO has well-furnished field offices in **Akobo, Juba, Rokon, Kajo-Keji, Nyirol, Pigi, Uror, and Duk** counties, with adequate and experienced personnel to ensure quality delivery of interventions to the most vulnerable communities.

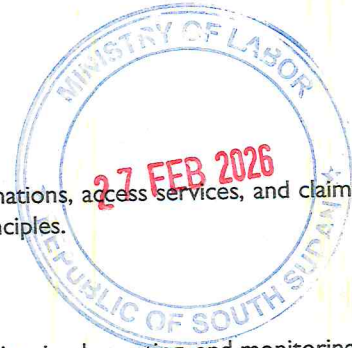
Project Context

Following the July 2025 conflict escalation in Kangapo II Payam, Kajo-Keji County, which displaced over 20,000 people and severely disrupted education and protection services, ALO—in partnership with the **Norwegian Refugee Council (NRC)**—is implementing an **integrated Education and Information, Counselling, and Legal Assistance (ICLA)** project in five primary schools: **Kodo, Lubule, Bori, Mary Buga, and Liwolo**.

The project aims to **improve access to inclusive, safe, and quality education** for conflict-affected children and youth, while providing **legal awareness, information, counselling, and civil documentation support** to vulnerable schoolchildren (mainly upper primary classes) and their families. The ICLA component strengthens access to legal identity, civil registration, and fundamental rights—enabling



enabling displaced children and caregivers to enroll in schools, sit examinations, access services, and claim their rights in line with **INEE Minimum Standards** and protection principles.



Job Summary

The **Project Officer – ICLA** will be responsible for planning, coordinating, implementing, and monitoring all ICLA component activities under the NRC-supported integrated Education and ICLA project in Kajo-Keji County. The Officer will lead community legal awareness sessions, provide individualized information and counselling, facilitate civil documentation processes, and establish referral pathways with NRC ICLA teams and local authorities. The Officer will work closely with schools, PTAs/SMCs, education stakeholders, community structures, government civil registry offices, and protection actors to ensure vulnerable schoolchildren and caregivers can claim their fundamental rights and access education and services.

Key Tasks and Responsibilities

ICLA Component Implementation

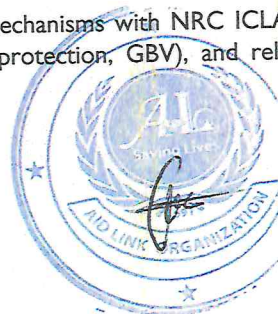
- Lead implementation of all ICLA component activities in the five target schools (Kodo, Lubule, Bori, Mary Buga, and Liwolo) and surrounding communities in Kangapo II Payam, in line with project objectives, INEE Minimum Standards, and NRC/ALO guidelines
- Plan and conduct legal awareness and information sessions for education stakeholders, caregivers, and community members on civil rights, child protection, legal identity, birth registration, national IDs, housing/land/property (HLP) issues linked to education, and available legal and administrative procedures
- Engage in extensive community outreach and monitoring exercises within target schools and communities to identify documentation gaps, protection risks, and legal assistance needs affecting schoolchildren and their families
- Mobilize communities to participate in and benefit from ICLA activities, ensuring inclusion of vulnerable groups including women, girls, children with disabilities, IDPs, returnees, and marginalized families

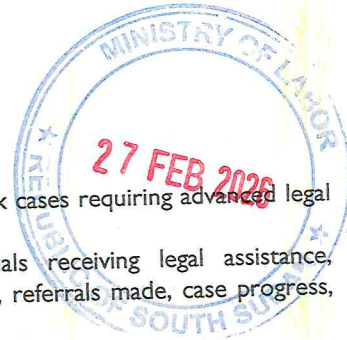
Information, Counselling, and Legal Assistance

- Provide first-line information and counselling to beneficiaries (primarily upper primary learners and their caregivers) on civil documentation, school-related documentation requirements, birth certificates, national IDs, and other education-linked legal claims
- Conduct individual and group information sessions as outreach ICLA services with identified communities and school populations throughout Kangapo II Payam
- Assess beneficiary needs, prioritize cases for individualized ICLA support, and maintain confidential case files in line with "do no harm" principles and data protection standards
- Identify and document cases related to civil registration, legal identity, Housing Land and Property (HLP) disputes, and school-related documentation barriers affecting children's access to education and examinations
- Facilitate civil documentation processes by assisting clients to complete forms, gather required documents, prepare applications, and accompany families to relevant government offices (civil registry, Ministry of Interior, local authorities) where feasible
- Follow up on documentation cases with government offices, track progress, and escalate delays or systemic bottlenecks through coordination with NRC ICLA and humanitarian coordination structures

Referral Pathways and Case Management

- Establish and maintain clear referral mechanisms with NRC ICLA teams, other legal aid actors, specialized protection services (child protection, GBV), and relevant government offices (civil





registry, courts, Ministry of Interior, local authorities) for complex cases requiring advanced legal assistance

- Maintain a case management database to track all individuals receiving legal assistance, documenting case intake, actions taken, documentation obtained, referrals made, case progress, and case closure
- Prepare monthly case progress reports with sex-, age-, and disability-dis-aggregated data on cases counseled, documents facilitated, referrals made, and outcomes achieved
- Ensure that all client information and case files are accurately recorded, safely stored, and handled in strict accordance with confidentiality protocols and client safeguarding standards

Capacity Building and Training

- Support training of selected education stakeholders (head teachers, PTA/SMC representatives, school-based focal persons) on legal identity, civil registration procedures, documentation pathways, basic ICLA counselling techniques, and referral procedures
- Train education stakeholders on how to identify documentation gaps among learners, provide first-line information and counselling, and link affected families to specialized ICLA services and relevant government offices
- Develop and use talking points, training materials, and IEC (Information, Education, Communication) materials on legal identity, civil documentation, and child rights for use in awareness sessions and training
- Work closely with the Education Officer to integrate ICLA messages into back-to-learning campaigns, community sensitization on disability-inclusive education, and school-based accountability mechanisms

Community Engagement and Awareness

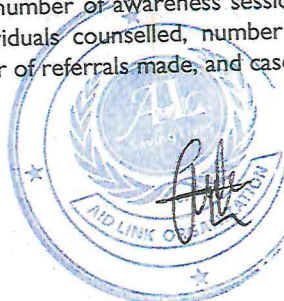
- Conduct targeted awareness sessions in the five schools and surrounding communities on the importance of legal identity (birth certificates, national IDs) for school enrolment, sitting national examinations, accessing services, preventing statelessness, and ensuring child protection
- Address common barriers to documentation, clarify procedures for obtaining civil documents, and explain how documentation strengthens durable solutions for displaced children and families
- Facilitate community-based discussions on documentation rights, child protection laws, and access to justice services, ensuring participation of women, youth, persons with disabilities, and marginalized groups
- Promote community understanding of the linkages between legal identity, education access, and protection outcomes

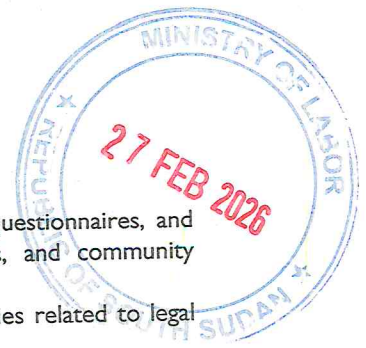
Coordination and Representation

- Participate in coordination meetings with County Education Department, civil registry offices, Ministry of Interior representatives, local authorities (RRC, chiefs, Payam Administrators, Boma Chiefs), NRC ICLA teams, protection actors, and other partners in Kajo-Keji County
- Represent ALO professionally in meetings with government authorities, humanitarian partners, education stakeholders, and beneficiary communities
- Coordinate closely with NRC ICLA teams and local authorities to address systemic bottlenecks in civil registration and documentation processes
- Liaise with the Education Officer to ensure complementarity between education and ICLA activities, and joint monitoring of protection risks and documentation barriers affecting learners

Monitoring, Evaluation, and Reporting

- Conduct regular field visits to schools and communities to monitor ICLA activities, follow up on cases, observe awareness sessions, and gather feedback from beneficiaries and stakeholders
- Track key ICLA indicators including number of awareness session participants (disaggregated by sex, age, disability), number of individuals counselled, number of documents facilitated (birth certificates, national IDs, etc.), number of referrals made, and case outcomes





- Conduct regular assessments including focus group discussions, interviews, questionnaires, and community consultations to identify documentation gaps, protection risks, and community perceptions of ICLA services
- Support baseline assessment, mid-term review, and end line evaluation activities related to legal identity, documentation barriers, and protection outcomes
- Prepare weekly activity reports, monthly progress reports, success stories, and lessons learned for the ICLA component with sex-, age-, and disability-dis-aggregated data
- Document good practices, challenges, and community feedback to inform adaptive management and future programming
- Keep the project team updated on the situation on the ground related to ICLA implementation, government office functionality, documentation processes, and emerging protection concerns

Protection Mainstreaming and Safeguarding

- Ensure mainstreaming of child safeguarding, PSEA, gender equality, disability inclusion, and accountability to affected populations (AAP) throughout all ICLA activities
- Adhere to NRC and ALO security policies, client confidentiality protocols, and safeguarding standards, and report incidents to the ICLA Coordinator or Project Manager immediately
- Implement community-based complaints and feedback mechanisms (CFM) with designated focal persons (male and female) accessible to children, women, and vulnerable persons to report safety concerns, exploitation, abuse, or protection incidents
- Ensure that ICLA services are delivered in safe, accessible locations where no risk is posed to female clients, girls, children with disabilities, and other vulnerable persons
- Report any safeguarding concerns, protection incidents, or child protection cases through established referral pathways in coordination with NRC, protection actors, and relevant authorities
- Provide briefings, updates, and trends to the ICLA Coordinator or Project Manager on meetings, issues raised by communities, protection concerns, and systemic barriers to documentation

Administrative and Procurement Support

- Ensure that ICLA Coordinator or Project Manager is informed, by the relevant deadline, of any movement to field sites planned for the following week so that movements can be incorporated into weekly movement plans
- Ensure that various procurement and finance-related forms are prepared accurately prior to submission to ICLA Coordinator or Project Manager for approval (purchase requests, cash advance requests, accountability forms, stock requests, etc.)
- Report on progress and challenges in the implementation of ICLA activities through preparation of weekly activity reports and monthly reports to the ICLA Coordinator or Project Manager

Other Duties

- Perform any other related duties as assigned by the Education Coordinator or ALO Project Manager

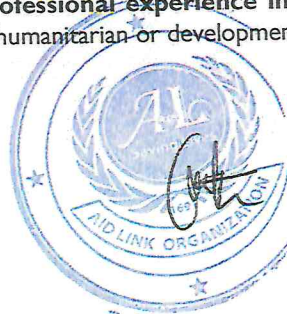
Essential Requirements and Qualifications

Education

- **University degree in Law, Social Sciences, Human Rights, Development Studies, or related field (Required)**

Experience

- **Minimum 3 years of relevant professional experience in ICLA, legal aid, protection, or rights-based programming in humanitarian or development contexts**





- **Proven experience in providing information, counselling, and/or legal assistance** on civil documentation, legal identity, birth registration, national IDs, HLP issues, or related rights issues
- **Experience working with IDPs, returnees, host communities, and conflict-affected populations** in South Sudan or similar contexts
- **Experience coordinating with government civil registry offices, local authorities, judiciary, and/or justice sector actors** is an added advantage
- **Experience in community-based approaches, community mobilization, and legal awareness campaigns**
- **Familiarity with customary law systems, land and property issues, and traditional justice mechanisms** in South Sudan context is an asset
- **Experience in case management, case tracking, and maintaining confidential client records**

Core Skills and Competencies

- **Strong understanding of protection principles, human rights, child rights, and humanitarian principles and practices**
- **Good knowledge of "do no harm" principles, client confidentiality, and data protection standards** in humanitarian programming
- **Demonstrated skills in community mobilization, facilitation, and capacity building** (training's, awareness sessions, community consultations)
- **Excellent planning, organization, documentation, and report-writing skills**, with ability to prepare weekly, monthly, and case progress reports
- **Ability to manage sensitive information, maintain confidentiality, and handle complex cases with empathy, professionalism, and respect for client dignity**
- **Strong teamwork and coordination skills**, with ability to work collaboratively with government authorities, NRC ICLA teams, education partners, protection actors, and community structures
- **Ability to work independently with limited supervision** in remote, insecure, and resource-constrained field settings
- **Computer literacy:** Proficiency in MS Word, Excel, PowerPoint for case management, report writing, data management, and presentation
- **Strong interpersonal and communication skills**, with ability to engage respectfully with diverse stakeholders including government officials, community leaders, beneficiaries, women, youth, and persons with disabilities
- **Demonstrated commitment to gender equality, disability inclusion, child safeguarding, and accountability to affected populations**

Language Requirements

- **Fluency in English** (written and verbal) is required
- **Good knowledge of Juba Arabic** is required
- **Knowledge of local languages spoken in Kajo-Keji County** (e.g., Bari, Kakwa) is a strong advantage

Safeguarding, Child Protection, and Code of Conduct

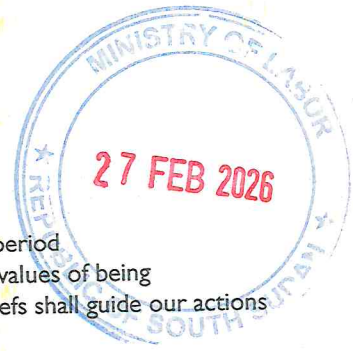
ALO applies a **zero-tolerance policy** on:

- Sexual Exploitation and Abuse (SEA)
- Sexual Harassment
- Child Abuse and Neglect

Employment is subject to:

- Background and reference checks
- Mandatory signing of ALO's PSEA and Child Protection Policy and Code of Conduct





- Ongoing safeguarding training and compliance throughout the contract period
- All ALO employees are expected to work in accordance with the organization's values of being **dedicated, innovative, inclusive, and accountable**. These attitudes and beliefs shall guide our actions and relationships with beneficiaries, partners, and colleagues.

How to Apply

Interested candidates should submit:

1. **Updated CV** (maximum 4 pages)
2. **Cover letter** explaining why you would like to work for ALO and why you believe you are the best candidate for this position
3. **Copies of academic credentials** (university degree, certificates)
4. **Nationality certificate or identification document**
5. **Three professional references** (one must be your current or most recent employer) with contact details (phone numbers and emails)

Submit applications to:

Email:- hr@aidlinkssd.org or info.aidlinkssd.hr@gmail.com

Subject Line: **Application for Project Officer – ICLA – Kajo-Keji County**

Alternatively, submit in a sealed envelope clearly marked "**Project Officer – ICLA – Kajo-Keji County**" to:

ALO Head Office, Juba, South Sudan or ALO Field Office, Kajo-Keji County

Important Notes

1. **This position is strictly open to local candidates** who are already based in or willing to relocate to Kajo-Keji County, Central Equatoria State
2. **Only shortlisted candidates will be contacted** by email or phone
3. **No confirmation of receipt of application** will be provided
4. **Submitted copies of academic documents will NOT be returned** to applicants after reviewing
5. **Incomplete applications will not be considered** for shortlisting
6. **Applications submitted after the closing date (March 26, 2026) will NOT be considered**
7. **Please do not submit original certificates**

Equal Opportunity Statement

ALO is an equal opportunity employer and strongly encourages applications from qualified women and Persons with Disabilities (PWDs).

FEMALE CANDIDATES WITH REQUIRED QUALIFICATIONS AND EXPERIENCE ARE HIGHLY ENCOURAGED TO APPLY.

Aid Link Organization (ALO)

Improving lives and building resilient communities in South Sudan

