

**TERMS OF REFERENCE**

**Position:** Senior Operations Assistant  
**Position grade:** G6  
**Number of Vacancy:** 01  
**Duty station:** Renk  
**Application start:** 12/11/2024  
**Application end:** 29/11/2024  
**Length of the contract:** 3 Months with possibility of extension

**OVERVIEW OF CTG GLOBAL**

CTG support and manage humanitarian projects in fragile and conflict-affected countries around the world. With past performance in 15 countries – from the Middle East, Africa, Europe, Asia and Central and South America – we offer a holistic fabric of project management, implementation, and support. Skilled in emergency response to crises such as the Ebola outbreak in West Africa, we can act quickly (crisis response teams can be on the ground in 24 hours) and to establish structured operations in high-risk environments. CTG recruit and manage qualified, skilled teams with extensive experience operating in challenging conditions.

**OVERVIEW OF THE POSITION**

Under the direct supervision of the WASH Officers, the incumbent will support with implementation of the activities required for the successful completion of the WASH activities. The incumbent will be based in Renk (Upper Nile) or Juba (Central Equatoria).

**GENERAL FUNCTIONS**

**Organizational Context and Scope:**

The overall aim of this WASH programme in South Sudan is to respond to current emergency due to flooding, conflicts, and Sudan Crisis situation, in terms of Water supply, sanitation and hygiene promotion.

The activities’ locations will mostly be in remote field locations and the incumbent is expected to monitor multiple sites. The infrastructure types for 2023 construction may include:

- **Water Supply:** construction and installation of water storage tanks, water points and solar powered pumping systems, improvement of current water supply systems, safe drinking water distribution systems.
- **Sanitation:** construction of new or rehabilitation of existing Ventilated Improved Pit (VIP) latrines and Off-pit latrines.
- **Primary Health Care Centres:** Construction, renovation, or extension WASH facilities in health care centres.
- **Traditional/civil Infrastructure:** Construction, renovation, or extension of general facilities.

**Responsibilities and Accountabilities:**

1. Monitor that the IOM project and MEAL activities meet their intended scope, time and budget as per the project’s work plan as designed by the WASH Operation Officer and inform of any delay or workaround required for timely completion of activities.
2. Plan and coordinate procurements in line with approved specifications or BoQ, working in close coordination with the procurement and logistics unit to ensure that the required materials and items are procured and delivered to the respective sites in a timely manner.



مرسومة  
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3. Work closely with the administrative units of IOM to coordinate adequate contracts management; close out procedures and final payments to the contractors.
4. Prepare and submit regular progress reports to the WASH Operation Officer indicating progress, constraints and requirements for project completion.
5. Ensure that project data and information is collected, archived and shared appropriately.
6. In coordination with the relevant colleagues, verify that all relevant permits and authorizations are obtained from the local authorities to guarantee project stability and good relations with the local government.
7. Perform other duties as may be assigned.

## ESSENTIAL EXPERIENCE

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### Education:

- High School diploma, with sound knowledge of water, sanitation and hygiene principles for humanitarian assistance, and relevant training attained and at least five (5) years of relevant professional experience, or
- Bachelor's Degree or higher in Engineering, Geology, Public Health, or a relevant discipline with sound knowledge of water, sanitation and hygiene principles for humanitarian assistance, and relevant training attained with at least four years of relevant professional experience.

### Work experience:

- Proven experience in the monitoring of WASH activities during a humanitarian crisis.
- Previous experience in a similar position working with INGOs/UN agencies and/or private contractors & government agencies in South Sudan is strictly required.
- Previous experience providing rapid emergency response WASH services as part of a rapid response task force.
- Previous experience providing WASH response for IDPs in collective sites as a response to early-onset emergencies in conflict areas or natural disasters.
- Previous experience in the construction of emergency sanitation infrastructure, including but not limited to latrines, bathing shelters, handwashing point, waste management systems.
- Previous experience in emergency water trucking, chlorination and water quality analysis.
- Previous experience in rapid needs assessments, baseline surveys, and security assessments.
- Previous experience in unstable environment (conflict / post conflict country).

### Languages:

- Fluency in English and Arabic is required.
- Fluency in the local languages is mandatory.
- Previous work experience and familiarity with the area is an added advantage.

### Key competencies:

- Know-how and skills on Water, Sanitation and Hygiene (WASH) principles in humanitarian and development settings.
- Computer literacy in Microsoft Office Suite (MS Word, Excel, and PowerPoint).
- Demonstrated ability to meet deadlines and deliver under pressure.
- Ability to produce thorough high-quality work within a tight timeframe.
- Demonstrated capacity strengthening skills and on-the-job training.
- Excellent Monitoring and Evaluation (M&E) Skills, management skills, organizational skills.





Qualified female candidates are encouraged to apply for this role.

In order to apply for this role please deliver your CV, and Cover letter, most preferably by email to the address: [southsudan@ctg.org](mailto:southsudan@ctg.org)

Please make sure the subject of your email states "Senior Operations Assistant", or your application might be overlooked

In Juba – Please deliver to CTG Office in Rock City next to South Sudan Football association along Suk Mamur Road.

#### IMPORTANT REQUEST

- Kindly avoid naming your CV as *CV*, *Updated CV*, or by Job title or organization name
- For hard copy deliveries kindly include position applied for on the envelope.

