



## Charity and Empowerment Foundation

**Charity and Empowerment Foundation (CEF)** is a non-Governmental and not for profit organization addressing the most urgent and pressing needs of the vulnerable members of the society. The aim of forming CEF is to lead positive social change by empowering communities to improve their health living conditions, fight poverty, illiteracy, and discrimination against women. CEF is currently operating in Aweil east County in Northern Bahr El Ghazal, Awerial County in Lakes State, Bor South County in Jonglei State, and Juba County in Central Equatoria. CEF is planning to implement a UN women funded project "Crisis affected women in POCs camps and host communities in Juba to increase the uptake of COVID-19 vaccines and related health services in Juba.

We are currently seeking qualified candidates for the position of: Community Mobilizer, to be based in Juba.

### Job Vacancy

<b>Job Title</b>	<b>Community Mobilizer</b>
<b>Report To</b>	<b>Health Project Officer</b>
<b>Duty Station</b>	<b>Juba</b>
<b>Duration</b>	<b>Seven (7) Months</b>
<b>Position Opened For</b>	<b>South Sudanese Only</b>
<b>Desired Start Date</b>	<b>ASAP</b>
<b>Open Advert</b>	<b>15, August, 2022</b>
<b>Ended date For Advert</b>	<b>2<sup>nd</sup> Sept, 2022</b>

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*15 AUG 2022*  
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*15/8/2022*

**Working relationship:** Head of programs, Grant & operation manager, Procumbent manager, Finance Manager and HR department.

**Job Summary:** Community Mobilizer is responsible to implement the project activities such as training for targeted beneficiaries, community mobilization, distribution of dignity kits, training of beneficiaries and organization of workshops/conference in the POCs in Juba

### Duties & Responsibilities:

- Implement UN women support Covid-19 project in the POCs in Juba and execute the planned activities according to the approved framework and milestones.
- Take necessary steps for enhancing staff the capacity to ensure the quality of activities to fulfill the targets.





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- Take initiatives to establish effective communication with key stakeholders for instance NMoH, SMOH, County health department donors and community champions, and other NGOs with regards to the project activities.
- Solve the problems related to the Covid-19 project operation and other tasks through mobilizing communities, government bodies and CEF employees.
- Ensure procurement, preservation, and distribution of the materials according to the CEF procurement policy and procedures.
- Prepare monthly action plan to carry out the program activities according to the approved annual work plan.
- Resolve of the social problem related to project operation in consultation with community people, concern government department and CEF staffs.
- Prepare reports and submit it to the concern department timely and regularly.
- Establish a safeguarding culture across all levels of the program by implementing the safeguarding policy. Act as a key source of support, guidance, and expertise on safeguarding for establishing a safe working environment.
- Responsible to ensure team members are appropriately trained, supported, and have access to resources regarding issues that are identified and actioned in accordance with the safeguarding policy and procedure.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so

### Job Requirements, Skills, and Knowledge:

- Diploma in relevant field or high school certificate.
- At least 2 years working experience in health sectors in renowned national NGO and at least 01-year experience at Managerial level
- Skill in project planning, implementing and budget and financial management
- Computer knowledge on MS Office, MS Excel and Power Point, E-mail in internet browsing
- Has strong team management skill
- Has knowledge on community mobilization activities
- Proficiency in both written and spoken English.
- Fluency in English, Arabic, Dinka, and Nuer languages
- Good communication skills particularly in local language spoken in the POCs
- Computer knowledge and skill
- Skill on result-based work plan (using logical framework) on strategy including budget related issues
- Ensure reports and other reports from concerned supervisor with qualitative and quantitative information
- Knowledge on material development.







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This job posting summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.

CEF is an equal opportunity and affirmative action employer whereby we do not engage in practices that discriminate against any person employed or seeking employment based on race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, marital status, physical or mental disability, protected Veteran status, or any other characteristic protected under applicable law.

CEF will consider for employment all qualified applicants in a manner consistent with the requirements of applicable state and local laws.

CEF fosters the strength and health of its workforce through a complete benefits, professional development and policies and programs that support a healthy work/life balance.

***Women and people with impairment are strongly encouraged to apply. CEF doesn't discriminate on basis of race, origin, and religion. CEF is a child centred organization and takes issues of child abuse seriously. CEF has zero tolerance to Protection of Sexual Exploitation and abuses (PSEA).***

### **How to apply**

Qualified applicants should submit their applications, resumes, copies of certificates, and nationality ID to Human Resource, Charity and Empowerment Foundation. 1<sup>st</sup> Floor, Yaro Plaza, Addis Ababa Road, Hai Cinema, Juba. Or send them via [jobs.cef@cef-ss.org](mailto:jobs.cef@cef-ss.org) [CC\\_joseph.simon@cef-ss.org](mailto:CC_joseph.simon@cef-ss.org), [duot.atem@cef-ss.org](mailto:duot.atem@cef-ss.org) by **2<sup>nd</sup> Sept 2022** before 4:00pm. Your email subject must be **Application for Community Mobilizer position**.

**Only shortlisted candidates shall be contacted. Applications will be reviewed on regular basis.**

