



DORCAS
RELIEF & DEVELOPMENT

Approved
10/07/2019



VACANCY ANNOUNCEMENT

Position: Senior Liaison Officer
LOCATION: Juba, South Sudan
START DATE: ASAP
DURATION: One year with possibility of extension

Dorcas is a Christian relief and development organization which operates from the Netherlands through different field offices within Eastern Europe and Africa. Dorcas is committed to fulfil the command of Jesus Christ to care for and empower the poor and oppressed. Dorcas accomplishes this by promoting self-reliance through Development, the provision of social care and assisting in emergency situations. The main office of Dorcas South Sudan is based in Wau and Dorcas is aiming to expand its fundraising/networking activities in Juba.

Dorcas South Sudan is looking for an English-speaking, South Sudanese, for the position of **Senior Liaison Officer** to be based in Juba. In this position the incumbent will support Dorcas South Sudan's efforts to develop and maintain dialogue with counterpart Ministries and liaises with counterpart Government Ministries and RRC concerned on protocol, policies and procedures, UN, and other Humanitarian agencies located in Juba. The work is diverse and requires a significant level of multi-tasking to tight deadlines.

Key Result Areas:

- Represent Dorcas in Juba among donors, government and other (I)NGOs.
- Support the Country Director in maintenance and establishment of strong relationship with various agencies, including key humanitarian aid and development partners, stationed in Juba who can play strategic role in collaboration with Dorcas South Sudan work now and in the future.
- Support the development of new programs and donor applications.
- Inform key government counterparts, UN, and INGOs' and other agencies about the status of Dorcas' programs and projects.
- Participate in relevant cluster meetings, (especially FSL, WASH, and Nutrition).
- Maintain dialogue with counterpart Ministries and liaises with counterpart Government Ministries and RRC concerned on protocol, policies and procedures, and advise the senior management Team of Dorcas accordingly.
- Coordinate with all programs on matters relating to support from counterpart ministries and program related logistical /procurement support (including follow-up on MOA/MOUs, visas, entry permits, and work permit process, and procurement assets.

Required Qualification & Experience

- A degree in Development studies or related field, with at least five (5) years of experience in project management with INGOs'.
- At least three (3) years of demonstrated public relations skills is required.
- Knowledge of Humanitarian and Development work and rules and regulations of engagement.
- Prior work experience with the Government is an added advantage.
- Strong interpersonal skills are a must.
- Fluency in both written and oral English.
- Experience in the usage of computer software packages (MS Word, MS Excel, MS Power point, and etc.)

Signature



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Core Competency expected out of incumbent

- **Functional/Technical Skills:** Strives for excellence. Demonstrates functional knowledge and expertise of job functions. Possesses sound technical knowledge and abilities.
- **Communication:** Demonstrates effective written and verbal communication skills. Communicates clearly, concisely and with candor. Keeps others appropriately informed
- **Collaboration & Teamwork:** Builds effective relationships, collaborates well and is a team player. Reaches out to team members and stakeholders whenever needed.
- **Interpersonal Skills:** Shows respect, compassion and optimism. Cares about others and is generally easy to work with. Committed to creating and maintaining a safe & well-functioning workplace.
- **Planning & Time management:** Sets priorities effectively and develops appropriate plans of action. Has effective organization & time management skills. Is able to complete work quickly and effectively.
- **Innovation & Creativity:** Comes up with new and unique value-adding ideas; has good judgement about which creative ideas and suggestions will work.
- **Change & Conflict Management:** Leads, Manages or embraces change effectively (depending on role). Deals well with ambiguity. Proactively manages conflict and views problems as an opportunity.
- **Perseverance & Drive:** Pursues work with energy, drive and a need to finish. Appropriately stays on track, especially in the face of setbacks. Pushes other to achieve.
- **Supports Diversity:** Supports equal & fair treatment and opportunity for all. Respects the sensitivities of others. Reaches out to others for diverse perspectives.

What we offer

- Working environment with scope for professional and personal development.
- Being part of valued professional in a dedicated, motivated and intercultural team.
- Dorcas offers a gender sensitive working environment.
- A competitive salary in the senior scales of the organization that takes into account the qualification and experience of the candidate.

How to apply

Please submit your application (including CV, cover letter and contact details of 3 referees), **ONLY** by email to office@south-sudan.dorcas.org. Please indicate clearly the post you are applying for, by mentioning in the subject matter of your covering letter.

Closing date: 30th July, 2019

Only shortlisted candidates will be contacted.

