



Job Title:	Liaison Assistant
Job Location:	Kapoeta East – Based in Kapoeta South
Reporting to:	Project Manager
Starting Date:	15th June, 2023
Closing date:	7th July, 2023



INTRODUCTION:

ACROSS is an Interdenominational Church base organization which strives to provide humanitarian assistance (including emergency/relief, rehabilitation and development work) to local communities, internally displaced persons, refugees and other vulnerable communities to enable them to realize their purpose and value as human beings. ACROSS in South Sudan is urgently looking for a competent qualified South Sudanese for the position of Liaison Assistant.

Main Job Purpose:

Under the guidance of the Liaison officer at ACROSS headquarters and the program manager of the PMU project, the Liaison Assistant will work in the project sites – Kapoeta town to cover duties and activities to ensure the operational implementation, communication and liaison of the project works are carried out according to ACROSS rules and regulations. Hence, provide high quality project implementation, ensuring accurate effectiveness, and timely deliveries of all project activities. The Liaison Assistant will work in coordination with others relevant departments and staff such as the finance, the logistic, procurement and Programme Manager. She/he will also coordinate PMU and other project field staff and consultant, cooperating closely with the above-mentioned departments according to ACROSS policy and channel of communication, ensuring an overall efficient and effective liaison with the Juba and project staff respectively. The incumbent will be based in Kapoeta South County.

JOB FUNCTIONS:

- Assurance of effective and efficient implementation of PMU and other Projects, where issues could be brought to the attention of the Head of Programs and PMU Programme Manager, consulted and to be resolved efficiently.



- Coordinate communications/works related to finance with the ACROSS finance and HR teams on documentations preparation in compliance with ACROSS rules and regulations (project implementation, monitoring, and evaluation).
- Cooperate with the ACROSS finance team on documentation preparation to comply with ACROSS and donor rules and regulations in project implementation, monitoring, and evaluation (whereby the ACROSS Finance.
- Work under the Coordination of the Programme Managers in relation to ACROSS technical assistance and capacity building mandate.
- Liaise between Kapoeta East project “PMU projects of Zai Pit, RH and BfthW project” and ACROSS Juba program staff including Procurement and logistic, Project officer and Project Manager to ensure effective communication, logistic support and purchase of supplies.
- Coordinate Purchase of supplies for Kapoeta East project. Facilitate movement of supplies and personnel to and from Kapoeta East location.
- Oversight of Kapoeta East Liaison Operations including liaising with air travel agents and other service providers in Eastern Equatoria state.
- Attend weekly, monthly or quarterly sub clusters and government agencies meeting in Kapoeta town.

Documentation, Reporting, and knowledge management

- Prepares an up-to-date sitreps report on weekly or monthly coordination activities and document some of the learnings/ challenges with Juba office. Ensure safety and confidentiality of all project information, including movement plan of project staff in and out of Kapoeta South and East.

MINIMUM QUALIFICATIONS & EXPERIENCE REQUIRED:

a. Education:

- Diploma in Public administration, social work, Community Development, or related fields.

b. Work Experience

- 2-5 years relevant experience in working in similar roles in the past.
- Excellent ability to monitor on-the-ground activities.
- Computer literacy, especially in MS Word and Excel.
- Demonstrated ability to compile high quality written reports.
- Demonstrated ability to work in a multi-sector team and collaborate for improved programming (e.g., cooperation with the team of FSL, Nutrition and WASH).
- Demonstrated ability to collaborate across organizations and build relationships with external stakeholders.



- Able to represent ACROSS South Sudan to government officials, and other stakeholders in a professional manner.
- Excellent interpersonal relations skills; and,
- Excellent spoken and written English language skills.



PERSONAL SKILLS/ATTRIBUTES REQUIRED:

- He/she should be able to respond or assist in emergency situations and have very good interpersonal, mediation, negotiation, and conflict resolution skills.
- He/she be able to develop organizational, verbal, and written communications skills, interviewing and analysing situation, be able to recommend suitable strategy for solving problems.
- He/she should be flexible, adaptable, and able to work effectively in a range of settings and in a cross-cultural situation and be knowledgeable of the services available in the community particularly in both humanitarian and development framework.
- He/she must demonstrate sound judgment particularly in dealing with safety issues and in dealing with institutions of different rules and policies.
- Should understand both humanitarian and development interventions.

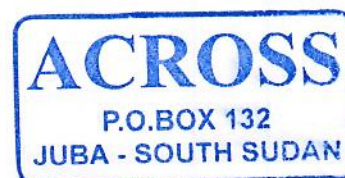
Desirable Qualifications and Skills

1. Knowledge of policies and procedures of the protection.
2. Commitment to Child protection, Prevention of SEA and Safeguarding of Adults.
3. Commitment to help persons of concern and willingness to cooperate with counterparts.
4. Strong interpersonal and communication skills in a multi-cultural setting.
5. Ability to live and work in the difficult and harsh conditions is desirable.
6. Computer Knowledge (Microsoft Office-Word, Excel, PPT and outlook email).

If you believe you meet the above qualifications, please send us either soft or hard copies of your Curriculum Vitae (CV), Nationality Certificate, Cover Letter and a written Christian Testimony by email to recruitment@across-ssd.org or

Hand deliver to ACROSS office located at KAPECO compound, Kapoeta South County or ACROSS Nanyangacor Office, located at CDOT compound in Nanyangacor or RRC office at Narus, Kapoeta East HQs.

- **Applications without Personal written Christian Testimony (Not letter from the church) will not be considered.**
- **Both Females & Males candidates are encouraged to apply.**



- Only shortlisted candidates will be contacted.
- **This Vacancy is open to South Sudanese ONLY and Preference will be given to suitable applicants from Kapoeta East since this is a junior position.**
- Applications once received are NOT Returnable.
- Attached copies of your Certificates (**Application letter, updated CV & Copies of relevant academic documents should come in one document file**).

ACROSS has Zero Tolerance to Sexual Exploitation & Abuse, Harassment & Corruption. Successful candidates will undergo thorough background check before they are considered for job offer.

