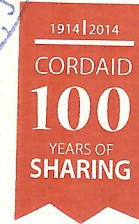




To: H. B.  
Approved by  
S. Inspector  

## Vacancy notice

Advert opens 15<sup>th</sup> August 2022.

### Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise, and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East, and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity building. Currently it has programs in Emergency Response, DRR, Health, Food Security, Security & Justice, Women Leadership, and Investments.

Presently, Cordaid is expanding its program in different parts of the country. For that purpose, additional capacity is required. Therefore, Cordaid South Sudan would like to recruit for the position of **Project Support Officer** as detailed below.

**Position: Project Support Officer**

**Based Locations: Juba**

**Number of positions: One (1)**

**Reporting Lines:**

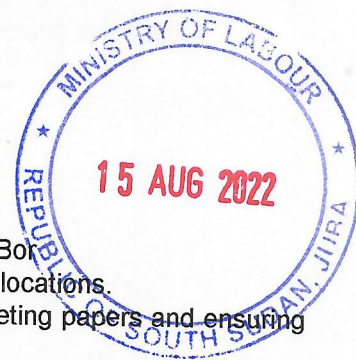
Project Support Officer will report to the Senior Project Manager and closely liaise with the Finance Controller and M&E Manager.

**Purpose of the position:**

A key function for this role is to follow up and supervise the Value chain and market development component of the SSADPII project at field level.







## Duties and Responsibilities

- Supervise and follow up construction and renovation of warehouses in Torit and Bor.
- Organize training of warehouses management committees in each of the project locations.
- Coordinating and assisting in project components such as report writing and meeting papers and ensuring that components of the project meet deadlines.
- Assisting in the development and production of project management documentation' including delivery of reports, project plans, monthly reports and project variations
- Assist in collection of data for weekly/bi-weekly, monthly and quarterly reporting.
- Management of project's database and regularly updating the databases of VEMSA/VSLA interventions, CMDRRC operations, private sector engagement data, cooperatives data bases, FEMA groups, YWE and MSMEs.
- Maintain records of project files and other supporting documents.
- Support review of reports of implementing partners and ensure accuracy, quality and compliance with donor requirements and Cordaid standards.
- Liaises with internal and external stakeholders to support project outcomes.
- Support in the compilation of lessons learned as per defined reporting format and Contribute to the dissemination and sharing of best practices and lessons learned for planning and knowledge building.
- Draft/review/edit TORs, implementation plans, field project reports, MOUs and partnership agreements, etc.
- In coordination with the Field teams, determine the operational needs of the project in each location.
- Liaise with the Finance Unit to process and monitor all payment requests within the Project as
- Assist the Senior Project Manager in monitoring all HR requirements and related activities under the Project including follow up on staff time sheets.
- Preparation of Terms of Reference (ToR) for required inputs in the projects (staff, individual and institutional consultancy services, procurement of goods and services, organization of training, seminars, etc.), with expert and/or client support as required.
- Providing induction briefings to newly recruited staff and render support to consultants in the course of their assignment.
- Follow up and review submissions for Contracts, Purchase orders, Waivers and related documents prior to final approval.
- Organize project and stakeholder meetings as and when necessary and maintain records of these meetings.
- Maintain records of project files and Activity reports in hard and soft copy.
- Provide cover for the Finance Controller while on leave.
- Can be deployed temporarily to cover field finance when need arises
- Perform other duties as assigned by the Senior Project Manager.

## Key qualification and competencies

- Diploma/Degree in development studies, Business Administration, agriculture, natural resource management, socio-economic Micro Finance studies, or related field.
- At least 3 years' relevant work experience in on food security and livelihoods projects.
- Practical experience in field project implementation including project cycle management.
- Have hands in experience on finance management.
- Excellent English writing and communication skills; and knowledge on Arabic preferred.
- Be diplomatic, culturally sensitive, result-oriented, innovative and a strong team player.





**Further information and how to apply.**

Interested and qualifying applicants can submit their application letter including CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 4 professional references, including most recent/current employer/supervisor to the following email [hr.southsudan@cordaid.org](mailto:hr.southsudan@cordaid.org)

Mention the vacancy reference number position in the subject line on the envelopes. e.g. **CSS003/08/22 Project Support Officer-Juba.**

or

Applications can also be hand dropped at Cordaid Office Juba, Plot 45, 3<sup>rd</sup> Class Hai Neem, to the attention of the **Human Resource and Administration Manager - Cordaid.**

Deadline for submission is by the **1<sup>st</sup> September 2022.**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply

Only shortlisted candidates will be contacted. An integrity check will be part of the recruitment procedure

All applications submitted cannot be returned.

**(South Sudanese Nationals Only)**

