



SUPPORT FOR PEACE & EDUCATION DEVELOPMENT PROGRAMME

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JOB ADVERTISEMENT

Organizational Background

Support for Peace and Education Development Programme (SPEDP) was founded in 2007. The organization was registered by the Ministry of Justice and Constitutional Affairs on 25th May 2009 under Reg. No. 456 and by SSRRC in April- 2011 under Registration No. 114. SPEDP is also registered in Uganda by the Ministry of Internal Affairs on 30th September 2016 under Registration No. 0146. SPEDP has a presence in the nine states of South Sudan including Central Equatoria, Eastern Equatoria, Western Equatoria, Northern Bahr-el-Ghazal, Western Bahr-el- Ghazal, Warrap, Unity, Upper Nile, and Jonglei. SPEDP has reached over 500,000 households (returnees, internally displaced people, and host communities) in South Sudan through its (1) Resilience Building; (2) Humanitarian Response; (3) Health and Nutrition; and (4) Research and Innovation programmes.

Project Background:

With funding from the African Development Bank through United Nation Development Programme (UNDP), SPEDP is preparing to support the implementation of a project called “The Youth Enterprise Development and Capacity Building (YEDCB) project”. The YEDCB project will use the organic (community-owned and initiated) Village Savings and Loan Associations (VSLAs) model to enhance youth employment through the creation and sustainability of MSEs in Central Equatoria Juba County in particular. The project will deliver trainings through the Integrated Business, Employment, and Innovation Hubs (iHubs) established by UNDP as well as existing training institutions and centres, in partnership with the private sector, and financial institutions. The project will support the establishment of new and existing growth-oriented MSEs through the agriculture value chain in horticulture, honey, sesame, groundnuts, poultry, fish, cattle, and shea butter among others.

Hence, SPEDP is looking for a compassionate career Guidance and Business Development Officer to aid its clients with interpreting and selecting their preferred business career trajectories. The role will be required to uncover clients' prominent and latent strengths, administer and score ability measures. The role shall also prepare project clients for entry into their preferred business disciplines.



Details for the position:

Job Title:	Career Guidance and Business Development Officer
Vacancy position	1 (One)
Country Program:	South Sudan
Duty Station:	Juba County
Position Reports to:	YEDCB Project Manager
Position Opened for:	South Sudanese Nationals
Desired Start Date:	ASAP
Duration :	12 Months
Closing Date for Applications:	December 21st 2022

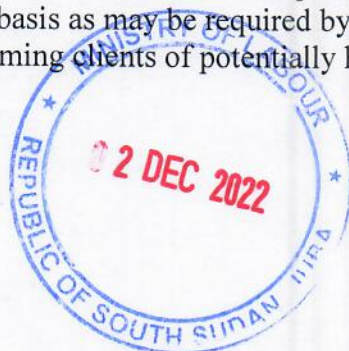
Tasks and Responsibilities

Job Summary

To help project beneficiaries (Youth between the ages of 18-35 years) achieve personal fulfillment by providing them with career guidance and counseling services to make successful personal, business and occupational life plans.

Specific roles and responsibilities:

- Career Guidance and Business Development Officer is responsible for providing business development services, training materials preparation, entrepreneurship training, and agriculture value chain linked skills training.
- Inspecting clients' career-related aspirations, concerns, and uncertainties throughout the project implementation period and provide guidance where necessary.
- S/he Leads the charge on market research plans to identify new opportunities and oversee growth of young entrepreneurs/ Medium and Small Enterprises.
- Prepare project beneficiaries (Youth between the ages of 18-35 years) for entrance to the employment market through guidance and support in business plan development, networking and effective business search techniques.
- Proactively creates and develops positive relationships with all the beneficiaries (youth within the age of 18-35 years) with SPEDP and UNDP.
- Identify and Develop opportunities in target markets through meetings, networking and other channels and support MSEs market linkages to local, regional, national and where possible the international markets.
- Reviewing clients' personal undertakings and how the manifestation of these might inform their prospective business-related choices.
- Proposing career-related options that are compatible with client's demonstrated visions.
- S/he provides mentorship, coaching and career guidance to youths seeking entrepreneurship skills development and informing them about potential shortcomings in their skill sets and devising strategies to remedy these.
- Nurturing and developing relationships with key stakeholders in the agriculture value chain and marketing.
- S/he support VSLA groups/cooperatives/MSEs to develop sales and marketing strategies
- The Career Guidance and Business Development Officer shall Produce reports on a Monthly, quarterly and annual basis as may be required by the project manager.
- Pinpointing and informing clients of potentially helpful career-related opportunities along their business lines.



- Establishes positive working relationships with the relevant line ministry, ensuring they are familiar with the project business model and YEDCB specifically, and creating opportunities for successful businesses for the youth.
 - Works with youth under the project to understand the career alternatives for business that are available to them as well as the business alternatives that are accessible.
 - Interpret and analyze client's qualitative and quantitative data and Maintains a resource library of print & electronic information of project catalogues, guides, and financial aid application.
 - Develop career development materials and intervention models and Provide individual career counselling to youth and design career counselling plans that are specific to an individual's or groups' unique needs.
- Performs any other duties within the scope of the employment and certification as may be assigned or required by the line manager or the organizational policies.

Qualification and Experience

Education Qualifications

- Bachelor's degree in Business Administration, Economics, International Relations, Counselling Psychology, Social Work, social and Community development, Industrial psychology, Psychology, or any other relevant field of study from a reorganized university.
- Graduate degree or Diploma in counseling is an added advantage.
- At least 5 years of experience in providing business development services, entrepreneurship training, and agriculture value chain linked skills training
- Additional training related to Entrepreneurship, Business Plan Development, and project planning and management is an asset.

Skills and abilities required

- At least five (5) years of relevant professional experience in managing enterprise development project for youth.
- At least three years of relevant work experience in South Sudan preferred, particularly with VSLA programming.
- Knowledge and experience of undertaking community level assessments and analyzing the results on community economic related programming.
- A passion for the mission and values of SPEDP and UNDP;
- Experience or familiarity with donor grant proposal preparation and regulations is a plus.
- Fluency in English is required, proficiency in Juba Arabic or one of the local languages preferred.
- Computer literacy required; familiarity with all MS applications and spread sheet software required; statistical analysis ability is a plus;
- Must be able to travel intensively within Central Equatoria state without any hindrance.
- Proven track record in crafting community mobilization, sensitization & awareness-raising activities.
- Knowledge of different working standards and ethics including humanitarian SPHERE.
- Demonstrable experience in managing teams, supervising and training others.
- Excellent communication and interpersonal skills, both written and verbal, including technical writing skills and ability to effectively communicate across cultures.
- Detail-oriented with excellent organizational skills.
- Ability to multi-task effectively and comfortably and capacity to prioritize and with demonstrated commitment to meeting deadlines.
- Ability to work independently and also as part of a team.
- Ability to equip all clients to enter their preferred disciplines.
- A drive to seek new business (innovation and creativity)



- Ability to write high quality reports.

Application procedures:

Applicants desiring consideration for this position should submit their expression of interest with the following non-returnable documents;

- An application letter, expressing your motivation for the position you are applying and how you think you have precisely met the requirements.
- Current CV, copies of diplomas or certificates, including nationality certificate or Passport.
- List of three (3) recent supervisors who can serve as job references with a valid email address and telephone contacts.

Interested candidates should drop their applications addressed to Human Resources Office, SPEDP Head Office – Juba, located at Hai Seminary, Gudele Road Behind Furniture World Co. Ltd. P.O. Box Number: 414, Juba, South Sudan not later than 21st December 2022. 5:00 pm Juba time, through the following email address; recruitment@spedp.org / spedpngo@gmail.com and copying in m-moris@spedp.org / s-waniba@spedp.org

NB: Due to the urgency of the position, applications will be reviewed on rolling basis and only shortlisted candidates will be contacted.

Qualified and Interested Women are highly encouraged to apply.

