

## Job description: Partnership Assistant (2 positions) SMAC+ Project

**Duty station:** Caritas Switzerland (CACH) Juba Office, with frequent travel to Eastern and Central Equatoria project sites, and other regions as required

**Reports to:** Designated Intervention Managers

### Internal functional relationships:

- SMAC+ Team members
- CACH staff members
- East Africa Circle Member Focal Point SMAC+ Project
- Other HO staff as needed

**Work Quota:** 100%

### Employees reporting to the post:

### External Functional Relationship:

- Government of SSD line ministries and departments.
- Partners Project Manager, Finance Managers, Project Officer(s), etc.
- Project stakeholders (trade associations, cooperatives, farmers associations, agro-input dealers, city and community authorities, technical advisors, etc.).

**Objective of the post:** The partnership assistants support the Intervention Managers and the Team Leader with overall partner management, budget and performance tracking, reporting and administrative duties.

## Program Overview:

The European Union is currently funding the Green and Resilient Economy (GRE) Action in South Sudan, of which the "Sustainable Markets and Agribusiness Competitiveness +" (SMAC+) project forms an important component, in addition to those of other GRE Implementing Partners. The SMAC+ project facilitates the development of an inclusive, resilient, and sustainable market system, using a Market Systems Development (MSD) Approach that focuses on minimizing barriers that hinder the participation of vulnerable, women and youth from economic opportunities within the agriculture sector. With the expected addition of funding from the Swiss Development Cooperation, the project will also strengthen conflict prevention and natural resource management strategies.

## Primary Functions & Responsibilities:

- Coordinating and monitoring the activities in the project area together with the local partners.
- Supporting the Intervention Managers (IMs) with representational duties at local and regional levels, including relevant coordination group meetings, cluster meetings, and donor meetings.
- Supporting the IMs with partnership management, tracking budgets, timeframes, and activities/objectives.
- Performing support duties on monitoring evaluation research and learning for indicator monitoring, reflection and evaluation processes, reporting and impact measurement.
- Supporting Key performance indicator data collections from partner in collaboration with the MERL unit

## Basic Qualifications:

This position is open to qualified South Sudanese applicants.



- Bachelor's degree with at least 2-4 years of experience, with a background in agricultural economics, Natural resource management, Agro ecology, international development, business, economics, and other relevant areas.
- At least two years of experience in relevant private sector or development programs.
- Prior Partnership management experience, with a minimum of two years of experience working with partners

#### **Preferred Qualifications:**

- Experience working in remote areas within the states in South Sudan.
  - Experience implementing EU-funded programs and knowledge of EU regulations and procedures.
  - Experience successfully implementing gender-integrated programs.
  - Solid grasp of environmentally sustainable agricultural production and processing.
  - Demonstrated ability to clearly communicate with the partners and stakeholders, while driving execution of a work plan and achievement of short-term milestones.
  - Cultural -Sensitivity and strong inter-personal skills, team player.
  - Strong attention to detail, organizational ability, and a passion for inclusive economic development are key attributes for success in this position.
  - Experience in liaising with the government authorities at the Central and local levels
  - Ability to work independently under minimum supervision.
- Good knowledge in applying training formats using participatory approaches

#### **Required Languages**

Fluency in English with excellent oral and written communication skills required. Knowledge of South Sudanese Arabic is a plus.

#### **Travel**

Extensive travel across Central and Eastern Equatoria, 35-45% of the time.

#### **Knowledge, Skills, and Abilities**

- Strong leadership skills and demonstrated experience in managing complex, multi-disciplinary, and challenging field operations in South Sudan.
- Strong interpersonal communication skills and ability to effectively motivate and manage teams in a multi-cultural environment.
- Strong private sector market orientation, entrepreneurial, and innovative thinker.
- Demonstrated skills in problem solving, consensus building, and coordination of diverse stakeholders.
- Ability to work under tight deadlines while managing multiple tasks and activities.
- Ability to develop well-written, cohesive analyses and reports.

#### **Interested candidates should submit the following documents:**

- Motivation Letter
- Curriculum Vitae (CV) with contact details of three referees, preferably former supervisors.
- Copy of credential (s), copy of nationality ID/passport

Send your applications to the email addresses below, stating "Application": **Partnership Assistant of the SMAC+ Project** by the **22<sup>nd</sup> December 2025**, Applications per email need to be sent to [cachsouthsudan@caritas.ch](mailto:cachsouthsudan@caritas.ch)

*Female candidates are highly encouraged to apply; only shortlisted candidates will be contacted.*