



VACANCY ANNOUNCEMENT

Approved is 50-H-1
Office on behalf of Labour

Job Title: Enterprise Development Officer
Band / Level / Grade: / 9A
Department: ERD
Location: Panthou, Aweil South – South Sudan
Overtime Eligible: Exempt
(per local law)



The International Rescue Committee, one of the world's largest humanitarian organizations, provides relief, rehabilitation, and post-conflict support to victims of oppression and violent conflict in over 120 countries. IRC is committed to bold leadership, innovation, and creative partnerships. South Sudan, an independent nation since 9 July 2011, is emerging from decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance, and self-determination. The security situation remains unpredictable, and the operational context is challenging. IRC has operated in South Sudan for over 30 years now delivering humanitarian relief, post-conflict assistance, and development programs in both refugees, internally displaced and host community settings. IRC operates in 10 field offices including in Juba with field program portfolio covering health, nutrition, child protection, Economic Recovery and Development (Livelihoods), women's protection and empowerment and general protection. IRC continues to provide life-saving assistance and humanitarian aid to vulnerable South Sudanese and continues to work with the affected to rebuild their lives and restore peace. **Program Background:**

Job Summary:

Under the supervision of project Manager, The Enterprise Development Officer is responsible for planning, coordinating, and implementing strategies that promote sustainable growth for local enterprises. This role involves providing technical assistance, training, and support services to entrepreneurs and businesses to enhance their capacity, improve market access, and secure funding. The officer will work closely with community members, partners, and stakeholders to foster a vibrant local economy and support economic revitalization.

Enterprise development officer will work under the UNHCR project. S/he will support the livelihoods and time in the field, identifying target communities, establishing relationships with community leaders, taking part in field level implementation activities, such as identifying potential beneficiaries, registering beneficiaries, conducting relevant trainings within the project scope of work.

Major Responsibilities/Duties:

The responsibilities and duties of the Entrepreneurship development Assistant- include but are not limited to the include following:

1. Stakeholder identification and Mobilization:

- Engaging stakeholders and relevant county level government departments, Business community/, mentorship network etc.
- Facilitate and support in conducting high level stakeholder mapping including Baseline assessment to design demand-based training program.
- Facilitate Training and conduct capacity building at community level and conducting rural women entrepreneurship programs.
- Develop partnerships with Government/private sector/technical institutions on various aspects like capacity building of various stakeholders (community cadre, entrepreneurs), market support, technical assistance, technology support, enterprise management etc.
- Provide Technical Support to enterprise development Assistant to meet project objectives
- Create a strong link and network with all the relevant stakeholders and build partnerships to effectively implement the project.
- identifying new business and revenue opportunities for clients for the project.

- Providing technical assistance, training, and business development services to support existing and new enterprises.
- Assisting with business planning, market analysis, and developing tailored solutions for clients

Training programme and Workshops

- Facilitate conducting entrepreneurship awareness and development programs for beneficiaries
- Facilitate to conduct, mentorship programs to support women-owned microentrepreneurs.
- Facilitate to conduct sessions and programs to provide Business Support services for continued support and mentorship to women microentrepreneurs.
- developing and implementing strategies to meet organizational goals and respond to market dynamics.

Monitoring and Reporting

- Gathering and analyzing data to create coherent reports on project performance and achievements.
- Monitoring and evaluating the performance of enterprise projects.
- Maintaining accurate records of activities, client details, and financial
- Support in Monitoring & Evaluation of the project as per the Standard Operating Procedures (SoP) defined for entrepreneurship-based intervention and validating the same.
- Monitor progress of the entrepreneurship development component, analyze project performance data and take necessary corrective action.
- Facilitating and ensuring Knowledge Management, documentation, success stories, best practices and communication of ongoing interventions in the field.
- Create a weekly/ monthly report and share with project manager.
- Perform Any other task assigned by reporting officer.

Job Knowledge/ Technical Expertise:

- Overall understanding of project objectives with respect to skill development related work & entrepreneurship development in Awil
- Ability to do thorough desk research and documentation.
- High level of proficiency in the use of computers and office software packages (MS Word, Excel, etc.)
- Time management and organizational skills required.

Communication skills:

- Sound communication, interpersonal skills, with an ability to work in a multi- cultural environment.
- Excellent analytical, interviewing and writing skills.
- Demonstrates/safeguards ethics and integrity.

Core Competencies:

- Works as a team member.
- Ability to work independently and under pressure.
- Travel extensively.

Job Qualifications, Skills, and Experience:

Bachelor's degree in the field of Business Management/ Economics/ Rural development/Social sciences and related discipline or equivalent

Work Experience:

- He/she should have At least 2 years of work experience in implementation, documentation and coordination in micro entrepreneurship- based projects/ initiatives.
- Experience in providing implementing entrepreneurship training and mentorship projects with knowledge of stakeholders and partners, including government, private sector, civil society, international organizations, donors, grassroots organizations and committees
- Proven experience in documentation and administrative support system with specialized skills and value chains related to agricultural products/horticultural products and livestock. Previous experience in food security and livelihood programming (Value addition programming). Ability to travel long distances.

Demonstrated Skills and Competencies: Good communication and writing skills; pay attention to details. Flexible, able to plan and yet accommodate unexpected tasks. Excellent networking and liaison skills. Coaching skills include training, delegation, and presentation. Strong computer skills especially in MS excel and word. Security awareness;

able to travel to potentially insecure areas within the constraints of IRC's security policies.

Language Skills: Fluency in English required. Good working knowledge in Dinka/Arabic would be an added advantage

The IRC Core Values and Commitments:

Standards of Professional Conduct: The IRC and IRC workers must adhere to the values and principles outlined in IRC Way Standards for Professional Conduct. These are Integrity, Service, Accountability and Equality. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

Safeguarding and PSEA policy: The IRC has a zero-tolerance policy for safeguarding/PSEA violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors, and implementing partners. Safeguarding/PSEA at the IRC is an integral to organizational values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuse, and harassment of any person linked to the program by both its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.

Promote and actively participate in initiatives and efforts to build team engagement, inclusion and cohesion in IRC. Foster ongoing learning, honest dialogue and reflection to strengthen safeguarding and to promote IRC values and adherence to IRC policies. IRC strives to build a diverse and inclusive team at all levels who as individuals, and as a group, embody our culture statement creating a working environment characterized by critical reflection, power sharing, debate, and objectivity for us to achieve our aspirations as a team and deliver the best possible services to our clients

Narrowing the Gender Gap: The International Rescue Committee is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including a flexible hour (when possible), maternity leave, transportation support, and gender-sensitive security protocols.

Equal Opportunity Employer: IRC is an Equal Opportunity Employer. IRC considers all applicants because of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable laws.

How to apply:

Interested applicants should submit a **CV with 3 references** and a copy of their **national ID** to Human Resources Malualkon/Panthou IRC Field Offices or you can e-mail applications to SS-HR@Rescue.org not later than **13th October, 2025 @ 5:00pm**.

NOTE: Only shortlisted candidates will be contacted and attached photocopies only while originals will be asked at the interview panel and all the photocopies will remain the property of IRC.

**CLEARLY LABEL YOUR APPLICATION ENTERPRISE DEVELOPMENT OFFICER
- PANTHOU AWEILSOUTH, SOUTH SUDAN**

"WOMEN, MINORTITIES AND PEOPLE LIVINING WITH DISABILITIES ARE ENCOURAGED TO APPLY".

