



Women Agency for Resilience and Transformation

Hai-Munuki Residential Area, Plot No 5, BK A, Off Bilpam road Behind Nile Petroleum, Juba-South Sudan
Tel: +211 918 842 541/+211 921 241 836

E: info.wartssd@gmail.com W: <https://wart-ssd.org>

VACANCY ANNOUNCEMENT

POSITION TITLE: Project Assistants
DUTY STATION: Aweil North – NBeG State
REPORTING TO: Project Officer
DURATION: 6 Months
STATUS: FULL TIME



COUNTRY PROGRAMME OVERVIEW

Women Agency for Resilience and Transformation (WART) is a women-led NNGO non-political, non-profitable organization established in 2017 to serve the needs of vulnerable women and girls in South Sudan.

WART is dedicated to building women's resilience to shocks and stressors that impact livelihoods, nutrition, health, and development through empowering and building the capacity of women in South Sudan.

WART implements humanitarian assistance projects in GBV, Health, Nutrition, Food security and livelihood, Education and WASH in various parts of the country in South Sudan.

WART in Partnership with **CONCERN WORLDWIDE** is implementing an Irish Funded Project themed "*Inclusive empowerment and prevention of violence against women and girls in Northern Bahr el Ghazal (NBeG) South Sudan*"

WART is currently seeking qualified candidates for the position of **Project Assistant**

PURPOSE OF THE POSITION

The Engaged Project Assistant will provide administrative and organizational support to the Project Managers and project team. They will coordinate the project's field activities, manage documentation, and ensure that project timelines and objectives are met. This role requires strong organizational and communication skills to facilitate the smooth execution of projects.

Approved by
Executive Director
[Signature]
16/08/2024





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KEY RESPONSIBILITIES

Program Management:

- Training girls, women, boys and men on prescribed WART Empowerment for Resilience classes including but not limited to the following Intervention: (Impower Defense, Moment Of Truth, Life skills, C.B.O, Refresher follow ups, Invitational classes, Presentations and Conducting SASA classes.
- Negotiation and/or confirmation of schools and ensuring that M.O.U. is signed on time.
- Administer/collect and submit pre/post and follow up surveys during the appointed time.
- Facilitate and/or collect testimonials via video footages.
- Submitting daily, weekly and monthly activity reports.
- Ensuring that all class materials/equipment are carried to and from the training venue.
- Assist in development and implementation of programme strategies, work plans including monitoring and evaluation plans.
- Identify and flag communities or individuals in need of support services, ensure effective dissemination of information and services.

Stakeholder engagement;

- Representation, Liaison and coordination to represent WART to the government and local authorities among other key stakeholders in WART programming sectors.
- Networking with potential donors in NBEG state.
- Maintaining good relations with all stakeholders at state level.
- Attending Cluster Meetings



Staff relations:

- Assist in training, orientation and mentorship of WART Programme staff.
- Attending the organizational calendar activities. E.g. (Team buildings, Staff meeting, employee training sessions)
- Working together as a team with the other international and national colleagues to directly implement the project and to participate in reporting and documentation.
- Driving WART's Culture

Administration:

- Managing activity resources, ensuring efficient usage and high standards of accountability
- Provide logistics support for events and project related activities.
- Maintain good communication with other units of the Country Office and with external counterparts at the working level.
- Assist in maintaining the project profile in NBEG state,





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Other Delegated Responsibilities

- Any other duties assigned by the Project Officer

PERSONAL ATTRIBUTES

The Project Assistsnt must demonstrate the following attributes

- Office administration.
- Document management.
- Communication and interpersonal skills.
- Time management and organization.
- Problem-solving.
- Attention to detail.

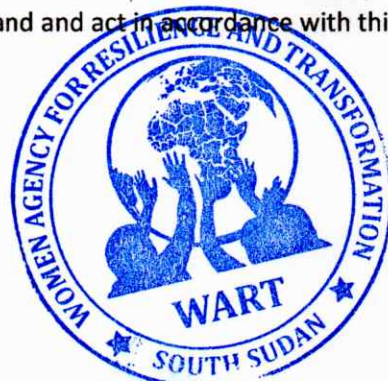


REQUIRED QUALIFICATIONS

- A Bachelor Degree or Diploma in Public Health or Social Sciences from a recognized University
- 1+ Years Programming experience with a non-Governmental organization in NBeG State required
- Ability to monitor projects, set priorities and plan for the successful program activities.
- A strong team player and adept at creating a strong team spirit.
- Should be able to work under minimum supervision in hardship areas, coordinate diverse activities, work well with others and to communicate effectively.
- Demonstrated ability to produce quality reports and proposal inputs on short deadlines.
- Experience in a Non-Government Organization is an added advantage.
- Should demonstrate Knowledge of basic Arabic and other local languages in NBeG State.

PSEA

WART has a **ZERO TOLARANCE** to Sexual Exploitation and Abuse of Employees and Beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.





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HOW TO APPLY

Qualified and interested candidates should send an application letter, CV with at least three referees, and copies of academic documents to recruitment.wart@gmail.com, hand delivered applications should be brought to our Field office in NBeG no later than 4th September 2024 at 5.00 pm local time.

This is a state position and non-relocatable only South Sudanese nationals are eligible to apply. The Staff will work under the terms and conditions for this job as discussed and agreed with the selected candidate.

NB: WART retains copies of application papers at the end of the recruitment process and therefore only copies of your academic documents and other testimonials should be submitted. Due to the urgency of the position, applications will be reviewed regularly and the position may be filled before the end of the expiry date of the advert.

Only shortlisted candidates will be contacted

Female candidates are encouraged to apply.

