

50-H-3  
Approved by  
Mol 06/12/22



## TERMS OF REFERENCE

<b>Position:</b>	<b>Community Outreach assistant</b>
<b>Locations:</b>	Fashoda
<b>Length of contract:</b>	1 <sup>st</sup> January 2022 to 28 <sup>th</sup> February 2023
<b>Application start:</b>	06/12/2022
<b>Application end:</b>	23/12/2022

### OVERVIEW OF CTG GLOBAL

CTG support and manage humanitarian projects in fragile and conflict-affected countries around the world. With past performance in 15 countries – from the Middle East, Africa, Europe, Asia and Central and South America – we offer a holistic fabric of project management, implementation and support. Skilled in emergency response to crises such as the Ebola outbreak in West Africa, we can act quickly (crisis response teams can be on the ground in 24 hours) and to establish structured operations in high-risk environments. CTG recruit and manage qualified, skilled teams with extensive experience operating in challenging conditions.

### OVERVIEW OF THE POSITION

CTG is expanding in South Sudan and is looking for community outreach assistants for its client. Under the direct supervision of the Project Officer (ECRP), and the technical supervision of the Community Engagement Officer, the successful candidate will support the Enhancing Community Resilience Project (ECRP) implementation.

### GENERAL FUNCTIONS

#### Role objective:

1. Support the implementation of community engagement activities in the field according to the standard operating procedures (SoPs).
2. Support the engagement with authorities at the county, payam and boma level and establish effective working relationships with community members to promote ECRP objectives
3. Support community entry activities, including facilitating meetings and workshops to explain project objectives
4. Support the establishment of Boma Development Committees and Payam Development Committees according to established SoPs
5. Facilitate Focused Groups Discussions with community members according to the SoPs
6. Support the organization of training, workshops and capacity building activities for BDCs and PDCs, including by facilitating parts of the trainings
7. Build capacity of community mobilizers on project deliverables and cross cutting themes
8. Collect community-specific information through Kobo forms
9. Monitor implementation of ECRP community engagement activities at the field level and provide support as required.
10. Provide timely input to the Community Engagement Officer to contribute to periodic reports on programme delivery
11. Perform such other duties as may be assigned.

#### Project reporting:

- This role reports to the Project officer

### ESSENTIAL EXPERIENCE

#### Education:

- Diploma in any relevant discipline and/or bachelor's degree in any relevant discipline.

#### Work experience:

- Experience in community outreach, public affairs, development, and/or education



- Experience working in complex humanitarian operations, specifically meeting timelines.
- Experience managing and mentoring teams and in promoting achievement of project objectives.
- Excellent interpersonal, cross-cultural, and diplomatic skills and the ability to lead and work collaboratively with a diverse team;

**Geographical experience:**

- Minimum of 2-3 years of experience in Africa.

**Languages:**

- Fluency in English and Arabic is essential both written and verbally. Local languages are an advantage.

**Key competencies:**

- Ability to design and deliver training effectively;
- Excellent report writing and analytical skills;
- Strong interpersonal and communication skills;
- Solid organizational skills: the ability to be flexible and work well under pressure in a fast-paced and detail-oriented team environment;
- Ability to use Kobo collect
- Good computer skills: excellent knowledge of MS Word, Excel, PowerPoint, and email/internet software.

The successful candidate is expected to demonstrate the following values and competencies:

**Values**

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

**Core Competencies – behavioural indicators level 2**

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

**Managerial Competencies<sup>1</sup> – behavioural indicators level 2**

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others and building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

<sup>1</sup> As applicable.



**Other relevant information:**

- **Qualified female candidates are encouraged to apply for this role.**
- **Candidates must be locals to the community**

In order to apply for this role please send your CV and Cover letter most preferably by email to the address:

[southsudan@ctg.org](mailto:southsudan@ctg.org)

Please make sure **the subject of your email states "COA Application"**, or your application might be overlooked

**In Fashoda – please deliver to IOM ECRP Office located in the Kodok Humanitarian Hub.**

In Juba – Please deliver to CTG office in Rock City

**IMPORTANT REQUEST**

- Please note to name your CV by name e.g., **"Mary Deo- CV"** or **"CV- John Smith"**
- Kindly avoid naming CV as CV, Updated CV, by Job title or organization name
- For hard copy deliveries kindly include position applied for on the envelope.

