



AFRICAN WOMEN HELP ORGANIZATION (AWHO)

SO. 43

JOB ADVERTISEMENT	
Job title:	Program Officer
Unit	Protection
Reports to:	Project Coordinator
Location	Mundri West with visit to Mundri east
Date	1/6/2021



ORGANIZATION CONTEXT:

The African Women Help Organization is a National woman led humanitarian organization established in February 2010 in accordance with section 10 of chapter 3 of South Sudan NGOs Act, 2016. AWHO advocates for vulnerable and marginalized communities' rights, protection, and security. Its gender equity work focuses on women, girls and gender- expansive leadership and agendas beside investment in peace building through leadership. Regardless of race, national or political views. Our efforts are found on the principle that all humans being are entitle to live in peace, liberty, equality and safety through expression of the universal declaration by human right.

Job Purpose Summary

Program officer is responsible to support the program team in communicating with field partners and reviewing, evaluating funding, and monitoring international grass root projects.

JOB DUTIES AND RESPONSIBILITIES

PLANNING:

- Provide technical assistance to operational planning.
- Closely work with logistic department to anticipate and plan all needed procurement He/she has to plan and supervise the implementation of the program being charged to him to adhere to predefine technical specification. Supervise and provide support to the project, monitor and evaluate the activities suggest any adjustments to be made to the program depending on the context development.



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Munuki Block B, Juba - South Sudan



- Anticipate any issues linked to carrying out the activities and help to resolve any problem in the implementation.
- Work closely with the administrative department, contribute to the development program budget and monitor expenses and budget forecast.
- Organized and facilitate evaluation mission.
- Maintain existing partnerships and grow the organization's network of strategic partners.
- Maintain strong relationship with project partners around the world, providing technical assistance, appreciative coaching, listening and empathy throughout implementation.
- Routinely process grant applications and lead the review progress and final project reports, providing feedback to project leaders in support of their participatory development practices while critically assessing every project for growth and sustainability.
- Data quality control for the organization's online project management database and system.

Partnership

- Maintain good relationship with stakeholders at state and National level.
- Attend sub-cluster meetings
- Formulate a communication strategy for national factional action plan to keep in coordination with the partners.
- Organize seminars and workshop for stakeholders on national gender mainstreams, experience.

Monitoring:

- Support the monitoring of the activities and collection of data on daily basis.
- Provide technical assistant to the operation planning.
- Provide support to the project team in the monitoring of training outcomes/impact through follow up visits.
- Undertake regular field visit to the project side.
- Participate in carrying out mid-team and end of project evaluation e.g review meetings, and participate in field trips for monitoring& evaluation.

Functional skills

- Knowledge of computer skills e.g. ms, power point excel and internet.



- Administrative project management skills.
- Interpersonal skills.
- Good community engagement skills.
- Good oral and written English.
- Good analytical skills.
- Team player.



JOB REQUIREMENTS

- At least 1-2 years of experience working with national and international NGO.
- Knowledge of the national action plan for gender equality.
- Flexible to attend sub-cluster for GBV.
- Relevant academic background (Diploma or degree in social science, social studies and community development from recognized university).

How to apply:

Interested applicants should submit their cover letter, CV with 3 reference and copy of national ID and certificate including date, time, telephone contact. By email: jacoawho65@gmail.com and cc afriacnwomenhelporganization@gmail.com please indicate the title of the position you are applying for in the subject line of your email.

Deadline for submission is 18th June 2021 before 5:00pm. Office Location Munuki Suk Melisa Payam Road.

Contact us through Tell: +211924447113/0924720445

Female candidates who meet the above requirements are strongly encourage to apply.

