

TERMS OF REFERENCE

Position: National Social Safeguarding Assistant (1)
Duty station: Jonglei State, Bor
Application start: 30.12.2025
Application end: 19.01.2026
Length of the contract: 6 months – With possibility of extension

OVERVIEW OF CTG GLOBAL

CTG supports and manages humanitarian projects in fragile and conflict-affected countries worldwide. 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 establish structured operations in high-risk environments. CTG recruits and manages qualified, skilled teams with extensive experience operating in challenging conditions.

OVERVIEW OF THE POSITION AND KEY RESPONSIBILITIES

Under the direct supervision of the Safeguarding Officer for Regional Climate Resilience Project (Regional Climate Resilience Program (RCRP), the National Social Safeguarding Assistant will support the management of social risks for RCRP through:

- Supporting the Safeguarding Officer in the implementation of the World Bank Environmental and Social Safeguards requirements in various field locations including working with field teams to ensure that appropriate social risk management tools are developed, implemented, and maintained during all project phases.
- Assist in the development, design, and implementation of Social Safeguarding related training, awareness raising, and capacity building programmes for IOM RCRP personnel, contractors and communities in coordination with the Safeguarding Officer.
- Assist in the development, implementation and maintenance of a system for monitoring and evaluation of the Social Safeguarding system of RCRP.
- Contribute to capacity building initiatives by providing trainings, technical support and operational guidance to the RCRP teams on Social Safeguarding issues.
- Conduct compliance inspections, and spot checks in the designated areas of responsibilities, including participating in Social Safeguarding Audits for RCRP.
- Conduct field level support and monitoring and evaluations missions including coordinating with the relevant RCRP and IOM technical staff.
- Handle additional Social Safeguards assignments as directed by the Safeguarding Officer from time to time.
- Participate in the process of incident reporting, review, investigation and management for all RCRP cases
- Establish and maintain a Grievance Redress Mechanism (GRM) system across all RCRP Sites
- Administer RCRP Staff induction and Contractor induction training sessions in compliance with the requirements of the RCRP Environmental and Social Framework (ESF)
- Lead stakeholder engagement activities as guided by project Environmental and Social risk management tools

Operations and Implementation:

- Identify challenges, opportunities, priorities and needs for the implementation of the Social Safeguarding System.
- Support the Mission in the implementation of appropriate Social Safeguarding instruments in coordination with the Safeguarding Officer.

Other:

- Provide timely and accurate reports to the RCRP Field Coordinator and the Safeguarding Officer, including learning case studies/success stories as may be required from time to time.
- Perform such other duties as may be assigned.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Master's degree in Developmental Studies, Psychology, or Sociology from an accredited academic institution with a minimum of 1 year of relevant experience.
- University degree in the above fields with a minimum of 3 years of relevant professional experience
- Experience in working with the World Bank, UN Agencies or other donor agencies, government ministries, and/or non-governmental organizations (NGOs) are valued.
- Knowledge of World Bank Environmental and Social Safeguards system is an asset.
- Experience in development, monitoring and review of environmental and social impact assessment reports.
- Experience in housing, land, and property programming approaches in transitional contexts.
- Experience in conducting environmental and social risk assessments.
- Experience working in difficult locations; ability to be resourceful and flexible in a limited resource environment including working in a conflict environment.
- Experience in equivalent role in South Sudan is an advantage.
- Experience working in complex humanitarian operations, specifically meeting timelines.
- Experience managing and mentoring teams and in promoting achievement of project objectives.

Skills

- Ability to lead the design and delivery of effective capacity building on GBV mainstreaming preferably in local governance and infrastructure development.
- Ability to conduct formative research and establish quantitative and qualitative indicators of change.
- Excellent report writing skills.
- Excellent interpersonal, cross-cultural, and diplomatic skills and the ability to lead and work collaboratively with a diverse team.
- 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.
- Good computer skills: excellent knowledge of MS Word, Excel, PowerPoint, and email/internet software.

Competencies

The incumbent 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 act 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 – behavioral 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.

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- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way.

Managerial Competencies – behavioral 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: work strategically to realize the Organization's goals and communicate in a clear strategic direction.

Languages:

- English (Thorough Knowledge).
- Local languages are Essential.

Qualified female candidates are encouraged to apply for this role.

To apply for this role please send your CV, and Cover letter to southsudan@ctg.org - please make sure the subject of your email states the position or your application might be overlooked
In Juba, please deliver to WFP Country office, along Dar Petroleum Road.

IMPORTANT REQUEST

- Kindly avoid naming your CV as *CV*, *Updated CV*, or by Job title or organization name

