

TERMS OF REFERENCE

Position:	Operations Associate – Housing, Land and Property (HLP)
Position grade:	TBC
Number of Vacancy:	01
Duty station:	Yei, CES.
Application start:	21/09/2026
Application end:	05/10/2026
Length of the contract:	6 Months with the possibility of extension depending on performance and funding availability.

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

Under the overall supervision of the chief of mission and the direct supervision and guidance of the HLP Project officer, in coordination with the head of the sub-office. The holder of this role will be responsible for working on the implementation of housing, land, and property-related activities, in addition following up with state coordination platforms, including the Protection, CCCM, S&S, Wash, and Health programmes and clusters, support to the state-based HLP Technical Working Group (TWG) when needed.

GENERAL FUNCTIONS

1. **Facilitate the implementation of Housing, Land and Property (HLP) activities** in close collaboration with government authorities, traditional leaders, and community groups, including host communities, displaced populations, and returnees. Tasks include due diligence processes, awareness raising, legal support, and capacity-building initiatives aimed at strengthening accountability, predictability, and the effectiveness of durable solutions interventions.
2. **Provide operational support to HLP-related activities** in coordination with relevant mission units and programmes to ensure coherent, conflict-sensitive, and “do-no-harm” implementation of durable solutions efforts.
3. **Support IOM’s coordination role** in state-level and county-level platforms, contributing to joint planning, harmonized approaches, and information-sharing among partners working on durable solutions and HLP issues.
4. **Ensure timely documentation and reporting**, including updating trackers on HLP activities, challenges, achievements, and maintaining accurate records of land claims, property disputes, and other HLP-related cases relevant to durable solutions outcomes.
5. **Contribute to data collection and analysis** by gathering, verifying, and analyzing information related to land tenure, property rights, HLP claims, and settlement conditions to inform evidence-based durable solutions programming.
6. **Support capacity-building for community engagement teams**, providing technical guidance and on-demand assistance to strengthen their ability to address HLP issues within durable solutions processes.
7. **Engage communities effectively** by supporting consultations on land access, property rights, and community-driven priorities relevant to reintegration, return, and long-term solutions.
8. **Represent the HLP team in coordination forums, workshops, and stakeholder engagements**, contributing lessons learned, updates, and technical inputs to advance durable solutions efforts.
9. **Perform any additional duties** assigned by the supervisor or delegated authority in support on any other tasks.

ESSENTIAL EXPERIENCE

Education:

- University degree in law, urban planning, international policy, and human rights with four years minimum of relevant professional experience.

Work experience:

- Experience in humanitarian and development response, awareness raising, community engagement, and legal knowledge is mandatory.
- Experience in technical drafting, reporting, and capacity building approaches.
- Excellent command of English required, including strong written and oral and computer skills, with a thorough knowledge of Microsoft Office.

Languages:

- For all applicants, fluency in English and the working local languages is required (oral and written). Knowledge in local languages is an advantage.

Key competencies:

The incumbent is expected to demonstrate the following competencies:

- Accountability – takes responsibility for action and manages constructive criticisms.
- Client Orientation – works effectively well with clients and stakeholders.
- Continuous Learning – promotes continuous learning for self and others.
- Communication – listens and communicates clearly, adapting delivery to the audience.
- Creativity and Initiative – actively seeks new ways of improving programs or services.
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders.
- Performance Management – identify ways and implement actions to improve the performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within the area of responsibility.
- Professionalism - displays mastery of subject matter.
- Teamwork – contributes to a collegial team environment; incorporates gender-related needs, perspectives, and concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions.
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM (optional depending on position level)

Qualified female candidates are encouraged to apply for this role.

In order to apply for this role please deliver your CV, and Cover letter, most preferably by email to the address: southsudan@ctg.org

Please make sure **the subject of your email states "Operations Associate HLP - Yei"**, or your application might be overlooked. In Juba, please deliver to the CTG Office located within the IOM compound adjacent to Ezentus Company off Mangateen road.

IMPORTANT REQUEST

- Kindly avoid naming your CV as a CV, Updated CV, or by Job title or organization name.
- For hard copy deliveries kindly include the position applied for on the envelope.

