Friedrich-Ebert-Stiftung
30 OCT 2026
South Sudan Office

RAISING CIVIL VOICES

VACANCY ANNOUNCEMENT: EU PROGRAMME TRAINING & CURRICULUM OFFICER

About the Project: Raising Civil VOICES – Phase II

Raising Civil VOICES – Acting Together for Inclusive Democracy, Peace, and Justice in South Sudan is the second phase of a European Union-funded initiative coordinated by Friedrich-Ebert-Stiftung (FES) South Sudan in partnership with the Community Empowerment for Progress Organization (CEPO) and the Centre for Inclusive Governance, Peace and Justice (CIGPJ). The project promotes inclusive democratic governance and civic participation by strengthening civic space and supporting meaningful engagement of civil society. It works with civil society organisations and other stakeholders across South Sudan through civic education, advocacy, policy dialogue, training and capacity-strengthening initiatives, with a particular focus on women and youth. A key component of the project is strengthening the capacities of consortium partners and local CSOs through training, mentoring, peer learning and the promotion of inclusive, participatory and conflict-sensitive dialogue processes.

About FES

Friedrich-Ebert-Stiftung (FES) is a non-profit German foundation funded by the Parliament of the Federal Republic of Germany and headquartered in Bonn and Berlin. FES promotes democracy, social justice, human rights and gender justice through its global network and partnerships. FES has worked in Africa for over 50 years and has been permanently present in South Sudan since 2008. Its work focuses on inclusive political and social dialogue, participatory democracy, gender justice and sustainable peace.

FES South Sudan is currently looking to fill the following position:

Job: EU Programme Training & Curriculum Officer – 100%
Duty Station: Juba, South Sudan
Type of contract: One-year fixed term with possible extension based on performance
Hours of Work: Full time; 40 hours/week
Start: 1 February 2027

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Duties and Responsibilities

Training, Facilitation and Capacity Development

- Lead curriculum and training plan development and support training and capacity-strengthening activities

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- Facilitate the annual Political Minds Programme for young women interested in political leadership and public participation and other training and exchange activities for youth and women.
- Lead training and learning activities for women and youth, including the annual Political Minds Programme.
- Support consortium and partners with FSTP-Sub grants in designing and facilitating inclusive, participatory and conflict-sensitive training and dialogue processes.
- Strengthen partners' facilitation and training capacities through mentoring, coaching and peer learning.
- Support the planning and delivery of workshops, trainings and other capacity-strengthening activities.

Curriculum Development and Learning

- Develop, adapt and continuously improve training curricula, manuals, methodologies and learning materials.
- Ensure training content is relevant and responsive to the needs of women, youth, CSOs and other target groups.
- Collect and incorporate participant feedback and lessons learned into training approaches and programme implementation.
- Promote knowledge sharing and learning across FES, CEPO, CIGPJ and FSTP partners.
- Document good practices, lessons learned and recommendations to strengthen programme quality and impact.
- Contribute to the planning, implementation, monitoring and reporting of relevant programme activities.
- Maintain effective working relationships with partners, participants, service providers and other stakeholders.
- Perform other reasonable duties assigned by the Country Director or Programme Manager.

Qualifications and Experience

- Master's degree in Education, Social Sciences, Development Studies, Political Science, Peace and Conflict Studies or a related field.
- Minimum four years of professional experience in training, curriculum development, facilitation, capacity development or programme implementation.
- Proven experience in designing and delivering participatory training and facilitating learning or dialogue processes for diverse groups.
- Experience working with civil society organisations, women and youth is an advantage.
- Strong proficiency in Microsoft Office applications and relevant online collaboration tools.
- Excellent spoken and written English. Spoken Juba Arabic and other local languages are an added advantage.
- South Sudanese national.

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Core Competencies

- Excellent facilitation, presentation and communication skills.
- Strong ability to develop learner-centred and participatory training approaches.
- Good understanding of gender-responsive, inclusive and conflict-sensitive approaches.
- Strong organisational, planning and coordination skills.
- Good analytical and problem-solving skills.
- Ability to build effective partnerships and promote teamwork and knowledge sharing.
- High level of integrity, initiative, reliability and adaptability.
- Ability to work under pressure and manage multiple priorities.

How to Apply

Applications should consist of a typed motivation letter, a comprehensive CV and at least two references. FES is an equal opportunity employer - all applications will be considered on merit alone. FES South Sudan welcomes applications until Wednesday 25 November 2026 by sending above mentioned and supporting documents to recruitment.southsudan@fes.de . Only shortlisted candidates will be contacted.

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VACANCY ANNOUNCEMENT: EU PROJECT OFFICER (FES)

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02.11.2026

Job: EU Project Officer (FES) – 100%
Duty Station: Juba, South Sudan
Type of contract: One-year fixed term with possible extension based on performance
Hours of Work: Full time; 40 hours/week
Start: 1 February 2027

Duties and Responsibilities

Project Implementation and Logistics

- Support the organisation and implementation of project workshops, trainings, conferences, policy dialogues and exchange activities.
- Coordinate regional and international exchange events, including participants, venues, accommodation, transport and other logistical arrangements.

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- Organise and coordinate local and international travel, including flight bookings, accommodation, transfers and visa-related arrangements.
- Liaise with project partners, participants, travel agencies, venues and other service providers.
- Prepare activity-related documents and maintain orderly records of project activities and travel.

Communication and Social Media

- Manage and update FES South Sudan's social media channels with project-related content.
- Prepare and coordinate posts, event announcements, photographs, short reports and other communication materials.
- Coordinate project-related communication and social media content with CEPO, CIGPJ and other co-applicants, ensuring consistent messaging and appropriate visibility.
- Collect and organise communication materials from project activities and support compliance with FES and EU visibility requirements.

Project and Administrative Support

- Provide general organisational and administrative support to the EU Programme Team.
- Support procurement and other administrative processes related to programme activities in accordance with FES procedures.
- Support the preparation and documentation of project meetings and activities.
- Perform other reasonable duties assigned by the Country Director, Programme Manager or EU Programme Coordinator.

Qualifications and Experience

- University degree or diploma in Social Sciences, Development Studies, Project Management, Communications, Business Administration or a related field.
- Minimum three years of relevant professional experience in project support, programme organisation, logistics, communications or a similar role.
- Proven experience in organising events, workshops or trainings.
- Experience with local and international travel arrangements and flight bookings.
- Experience in social media and external communication.
- Experience with NGOs, international organisations or donor-funded projects is an advantage.
- Good proficiency in Microsoft Office and digital communication tools.
- Excellent spoken and written English.
- South Sudanese national.

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Core Competencies

- Strong organisational and coordination skills.
- Excellent communication and interpersonal skills.

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- High attention to detail and ability to meet deadlines.
- Proactive, flexible and solution-oriented.
- Ability to work independently and as part of a team.
- Reliable, discreet and professional.

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VACANCY ANNOUNCEMENT: DRIVER AND OFFICE ASSISTANT

About the Project: Raising Civil VOICES – Phase II

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FES South Sudan is currently looking to fill the following position:
Job: Driver and Office Assistant – 100%
Duty Station: Juba, South Sudan
Type of contract: One-year fixed term with possible extension based on performance
Hours of Work: Full time; 40 hours/week
Start: 1 February 2027

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Duties and Responsibilities

Driving and Vehicle Management

- Safely and reliably transport FES staff, consortium partners under the EU-funded "Raising Civil VOICES" project, guests and other authorised passengers for official activities.
- Operate the project vehicle in accordance with FES policies, security procedures and South Sudanese traffic regulations.
- Conduct routine vehicle checks and promptly report maintenance, repair or safety requirements.
- Maintain accurate vehicle logbooks, mileage and fuel records.
- Ensure the vehicle is clean, secure, properly maintained and ready for use.

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- Coordinate servicing, repairs and inspections with the responsible FES staff member.
- Report accidents, damage or other incidents immediately and follow FES procedures.

Office and Programme Support

- Provide logistical support for FES office operations and "Raising Civil VOICES" activities.
- Support workshops, meetings, trainings and other programme events, including transportation and handling of materials and equipment.
- Assist with venue preparation, collection and delivery of supplies, documents and equipment.
- Undertake authorised purchases, collections and other official errands.
- Assist with basic office and administrative tasks when required.
- Maintain confidentiality when handling official documents and information.
- Perform other reasonable duties assigned by the Country Director or designated FES staff.

Qualifications and Experience

- Secondary school certificate required; additional training in driving, mechanics, logistics or administration is an advantage.
- Valid South Sudanese driving licence and a clean driving record.
- Minimum three years of professional driving experience, preferably with an NGO, international organisation, diplomatic mission or similar institution.
- Good knowledge of Juba and surrounding areas, including local roads and traffic conditions.
- Previous experience in logistics, office administration or programme support is an advantage.
- Basic computer skills, including email and Microsoft Office.
- Good spoken and written English. Juba Arabic and other local languages are an advantage.
- South Sudanese national.

Core Competencies

- High level of reliability, punctuality and integrity.
- Strong focus on safety and responsible vehicle use.
- Good organisational and communication skills.
- Ability to work under pressure and manage multiple tasks.
- Flexible, proactive and service-oriented.
- Professional and respectful conduct towards colleagues, partners and visitors.

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