



Plot No. 600 Block E-Extension  
Eastern Bank, Wau  
WBG State, South Sudan

## VACANCY: REPRESENTATIVE/COORDINATOR JUBA, SOUTH SUDAN

### OPEN TO SOUTH SUDANESE NATIONALS ONLY

Employer: Water for South Sudan (WFSS)  
Department: Operations  
Reporting to: Country Director  
Base Location: Juba, South Sudan  
Working Area: Juba, South Sudan

Water for South Sudan (WFSS) is a nonprofit organization with corporate office in the USA, and an operations center in Wau town. Water for South Sudan drills water wells and provides hygiene education, in three Regions of South Sudan. Water for South Sudan seek a liaison to help coordinate operations and manage the organization's relationships in Juba. This position is open only to South Sudan national.

Purpose: To provide a presence and support WFSS in Juba, handling operations primarily including customs and government relations, grant writing, collaboration opportunities, NGO and WASH-related meetings and facilitate shipments through Juba.

Working hours: This position is full time, with maximum of 40 hours a week.

### Principal responsibilities

- Manage relationships between WFSS and relevant government institutions
- Attend logistics Cluster, Country Director's Security meetings
- Write grants and act as Donors' relation Focal Point in Juba
- Attend national and international NGO/WASH/GOSS meetings and report to country Director
- Represent Country Director (CD) in country Director's meetings in his absence
- Travel regionally and internationally to participate in grant collaboration opportunities

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- Handle tax exemption and customs issues in Juba
- Facilitate shipments through Juba
- Assist with renewal of legal and regulatory documents, including certificates and licenses
- Representative commits to learning more about WFSS, our work, and the WASH sector, and communicates with Executive Director to determine areas to study
- Communicate frequently with operations Manager, Technical Support Coordinator, Country Director, and Executive Director as needed, reporting and updating on all work
- Create contact list, keep it up to date, and share regularly with operations Manager and Country Director
- Coordinate travel arrangement and update Wau office on Security and operational activities of Juba office.

### Selection criteria

Qualifications: Bachelor's degree with 3-5 years' experience in NGO work and/or marketing and public relations, or equivalent experience. Must have proven communications experience and interpersonal skills, must be self-starter, and have demonstrated ability to solve problems. He/S must have demonstrated leadership and organizational skills and ability to manage and prioritize multiple tasks. Must be fluent in English and local languages.



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### How to apply

Interested candidates should submit an electronic CV with a cover letter to Executive Director and Country Director and CC Operations Manager.

For hand delivery, contact our liaison officer in Juba NGO Forum office, or in Wau Eastern Bank office, for direction call our office cell phone 0925875000/091

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Application dateline is by Monday Midday August 31<sup>th</sup> 2020, addressed to the: Human Resources Department, WFSS South Sudan, Wau.

Email: [lynn.malooly@waterforsouthsudan.org](mailto:lynn.malooly@waterforsouthsudan.org) and Country Director at [aiang.agok@waterforsouthsudan.org](mailto:aiang.agok@waterforsouthsudan.org) and copy [atia.joseph@waterforsouthsudan.org](mailto:atia.joseph@waterforsouthsudan.org) or drop off your application at WFSS compound, Wau Office Eastern Bank by Monday 31<sup>th</sup> August 2020.

ONLY SELECTED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS.


Both gender is encouraged to apply. WFSS is an equal opportunity employer

**NOTE: DO NOT ATTACH ORIGINAL CERTIFICATES. WFSS WILL NOT RETURN APPLICATION DOCUMENTS TO APPLICANTS.**

For enquiries and direction, please kindly refer to the following contacts, 0925875000 /0916989786

Water for South Sudan, Inc. P.O. Box 25551 Rochester, NY 14625, Eastern Bank, Wau Office,  
[www.waterforsouthsudan.org](http://www.waterforsouthsudan.org)

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A circular blue ink stamp from Water for South Sudan. The outer ring contains the text "WATER FOR SOUTH SUDAN" at the top and "WAU, WBG" at the bottom, separated by two asterisks. The center of the stamp features the organization's logo, which consists of a blue water drop with a white outline, and the text "Water for South Sudan" written vertically on either side of the drop. A date stamp in red ink is visible in the center of the stamp, reading "08/12/2020".