



POST DESCRIPTION



Position title : Project Officer 1 position  
Organization : Whitaker Peace & Development Initiative  
Contract Duration : 1 year with the possibility for extension subject to satisfactory performance  
Duty station : Lainya  
Deadline for application: 1st April 2024  
Report to work : As soon as Possible

**Background:**

The Whitaker Peace & Development Initiative (WPDI) operates the Youth Peacemaker Network (YPN) as its flagship program in South Sudan in partnership with several entities including among others UNESCO, UN Women, Zain and Ericsson to empower young people as leaders of peace and development in their communities through a unique mix of peacebuilding, conflict resolution, mediation, life skills, ICT training, vocational training, and youth-led community projects as well as programs promoting peace through the arts and sports.

WPDI is an international non-profit organization founded by UNESCO Special Envoy for Peace and Reconciliation, Forest Whitaker, with the mission of helping societies affected by destructive conflicts and gang violence transform into safer and more-productive communities. Since its inception in 2012, WPDI has created and managed peacebuilding programs in South Sudan, Uganda, Mexico, the United States, and South Africa, collaborating with a range of local and international, public and private partners to support its mission.

WPDI as a part of consortium that is led by IOM will be implementing under its YPN a Reconciliation, Stabilization and Resilience project through under the United Nations Multi-Partner Trust Fund in Lainya, Yei, Morobo and Kajo Keji. In close coordination with the other consortium members, WPDI will be providing education and training for youth and community members in peacebuilding, conflict resolution, as well as conducting community dialogues, reconciliation and trust building initiatives through innovative methods that it has employed across the country in community engagements. The objective is to reduce community violence, enhance local capacity for peaceful resolution of conflicts and restore access to livelihoods and basic





services.

**Main Responsibilities;** The main responsibility of the Project Officer (s) is to ensure that the project produces the expected outputs and reaches the planned targets by undertaking necessary activities to the required standard of quality and within the specified constraints of time and cost. The Project Officer(s) will also coordinate with Partners on all relevant substantive and administrative aspects under the project. The Project Officer will ensure appropriate stakeholder engagement and liaise with local authorities and other relevant government and non-government actors, for effective coordination of the project activities.

Under the overall authority and direct supervision of the program Director, country Manager and the team at the Headquarters, the Project Officer (s) will be expected to handle the below tasks;

**Major Tasks:**

1. Lead in project coordination and support to local partners, including in project implementation, financial management and reporting, and monitoring, evaluation and learning at the County level.
2. Provide support to the County level trainers and Operations personnel on the implementation of the projects and ensure compliance with the approved workplans
3. Develop networks of partnerships at the local level to ensure ownership and sustainability of project actions.
4. Represent and speak on behalf of the WPDI program in the County and other stakeholders at various levels, including policy and decision-makers and other INGOs and NGOs.
5. Undertake regular monitoring against the monitoring and evaluation plan to ensure that the project is achieving the desired results.
6. Maintain thorough progress monitoring reports, and provide quarterly financial and narrative progress reports for the program in a timely manner.
7. Support Program Director and Coordinator to develop work plans and budgets relevant to the WPDI annual work plan.
8. Ensure that activity reports from field team are compliance to donor's requirements and standards.
9. Report on WPDI activities as related to the project, strategic and humanitarian response plans.
10. Attend meetings (internal and external) relevant to WPDI, including working groups coordination meetings in areas relevant to WPDI work.
11. Maintain a cordial working relationship between WPDI and key Government officials at both National and State levels, local authorities and any other stakeholders as necessary.



12. Collect, analyze, and utilize data and feedback to identify opportunities to improve the relationship between WPDI, donors and the line Ministries.
13. Coordinate the Preparation of Itineraries and Logistics of visiting WPDI Guests and Consultants
14. Participate in Trainings and workshops for beneficiaries, Tots and Payam youth

### Competencies

- a. Ability to build capacity and train various stakeholders
- b. Knowledge and/or familiarity with the county geography and willing to travel/trek to the project sites located in remote part of the country
- c. Ability to work well with Government officials and community personnel
- d. Strong and demonstrated capacity for organization, management with excellent reporting and coordination skills
- e. Strong leadership, technical competence and professional skills for timely implementation, coordination and management of activities
- f. Ability to work in a team, develop synergies and establish effective working relations with various stakeholders
- g. Strong interpersonal and communications skills, resourcefulness, initiative, tact and ability to cope with any situation
- h. Openness to change and ability to receive/integrate feedback;



**Education:** Diploma or Bachelor's degree in Project Management, International relations, Development, Business Administration or other social sciences

- MBA / Master's degree is a strong asset.

**Language:** Excellent written and spoken English and Juba Arabic

**Experience:** At least 1 to 3 years of progressively responsible relevant experience in Project Managements, proven ability to work efficiently, under pressure, and in multicultural environment. Knowledge of office management systems and procedures; Proficiency in MS





office (Excel, PowerPoint, Word), Attention to details and problem-solving skills; Excellent written and verbal communication skills

Proven research and analytical skills; good computer skills in all aspects of MS Office and including web content management and data base software; ability to work independently on delegated tasks; excellent organizational, interpersonal, and communication skills for effective reporting on programmatic and financial activities

**Apply To:** Interested applicants, who hold South Sudan citizenship, are invited to submit a cover letter (in English and referencing the Job Announcement) accompanied by a full resume, and Cover letter stating details of educational qualifications and working experience, home and office telephone numbers.

**E-mail :** [recruitment-south-sudan@wpdi.org](mailto:recruitment-south-sudan@wpdi.org) or Hard copy to WPDI Lainya Office or unesco Office Tomping Juba South Sudan.

**THE POSITION IS OPEN ONLY TO NATIONALS**

*Only short-listed candidates will be contacted.*

