



**JOB ADVERTISEMENT
Project Staff Recruitment**

OVCI – La Nostra Famiglia is an Italian NGO operating in South Sudan to promote the inclusion, well-being and rights of children and adults with disabilities through integrated interventions in rehabilitation, education, economic empowerment and community-based services.

To support the implementation of a new project in Juba, OVCI is recruiting qualified and motivated professionals for the following positions:

Position	Number of Positions	Contract Duration
<i>Livelihood Officer</i>	1	22 months
<i>Project Management Assistant</i>	1	22 months
<i>Data Officer</i>	1	22 months

Duty Station: Juba, South Sudan

Remuneration: According to OVCI salary scale and organizational policies.

Starting Date: August 2026

1. Project Management Assistant (1 Position)

The Project Management Assistant provides technical, operational and administrative support to ensure the efficient implementation of project activities. The position contributes to project planning, coordination, monitoring, documentation, communication with stakeholders and donor reporting. The position requires close day-to-day collaboration with the Project Manager and the provision of reasonable workplace support to facilitate effective communication, access to project information, document management and coordination activities.

Minimum Requirements

- Bachelor's Degree in Project Management, International Development, Social Sciences, Business Administration, Public Administration or a related field;
- Minimum two (2) years of experience supporting humanitarian or development projects;
- Experience in project coordination, monitoring, reporting or grants management;
- Strong organizational and administrative skills;
- Experience working with NGOs and donor-funded projects;
- Proficiency in Microsoft Office applications;
- Fluency in spoken and written English.

2. Data Officer (1 Position)

The Data Officer will support project monitoring by ensuring accurate collection, management, analysis and reporting of project data in accordance with donor requirements and OVCI standards.

Minimum Requirements

- Bachelor's Degree in Statistics, Information Management, Computer Science, Public Health, Monitoring and Evaluation, Social Sciences or a related field;



- Minimum two (2) years of experience in data management or monitoring and evaluation within humanitarian or development projects;
- Experience using digital data collection platforms (KoboToolbox, ODK, CommCare or similar);
- Strong Microsoft Excel and data analysis skills;
- Strong analytical and organizational skills;
- Fluency in spoken and written English.

3. Livelihood Officer (1 Position)

The Livelihood Officer will implement livelihood and economic empowerment activities for caregivers of children with disabilities and adults with disabilities, promoting sustainable income generation, financial inclusion and economic resilience.

Minimum Requirements

- Bachelor's Degree in Community Development, Economics, Business Administration, Rural Development, Social Sciences, Development Studies or a related field;
- Minimum two (2) years of experience in livelihoods, economic empowerment, vocational training or community development;
- Experience working with vulnerable households, persons with disabilities or community-based groups;
- Experience facilitating Village Savings and Loan Associations (VSLAs) and income-generating activities;
- Excellent facilitation, communication and community mobilization skills;
- Proficiency in Microsoft Office applications;
- Fluency in spoken and written English.
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Core Competencies (Applicable to All Positions)

- Commitment to disability inclusion and safeguarding;
- Strong interpersonal and communication skills;
- Ability to work effectively in multidisciplinary teams;
- Problem-solving and organizational skills;
- Cultural sensitivity and respect for diversity.

How to Apply

Interested candidates should submit:

- A cover letter;
- An updated CV (2 pages max).

Applications should be sent to:

OVCi – La Nostra Famiglia

Email: taban.joel@ovci.org

Please indicate the position title in the subject line of your email (e.g. **Application – Livelihood Officer, Application – Data Officer, or Application – Project Management Assistant**).

Alternatively, applications may be delivered to our office % Usratuna Compound, Hai Commercial, Juba, South Sudan, (Head of Personnel's office)

Application Deadline: 22/07/2026

Only shortlisted candidates will be contacted for interviews.

