



Approved
24 APR 2025



BACKGROUND: -

Center for Development Initiative (CDI) is a national non-governmental organization (NNGO) formed by a group of South Sudanese professionals, from varied background and experiences. The organization is registered (with the South Sudan Relief and Rehabilitation Commission (SSRRC), registration number 5520 under chapter 3, section 10 of the 2013 South Sudan NGO Act. We have been active in South Sudan since 2018. CDI goal is driven by service to humanity, through supporting the well-being and economic stability of vulnerable and marginalized communities affected by intentional and unintentional causes. To date, we continue to offer responses for returnees, internally displaced persons (IDPs) and the host communities in need of assistance to obtain durable solutions, addressing their food security, livelihood, education, water, hygiene and sanitation, peace building and conflict mitigation and nutrition needs.

The Job Title: Project Assistant (Intern)

Contract Type: Full time Appointment

Closing date: 15th May 2025 05:00 PM

Duty station: (2 position — Mangala/Magwi/Nimule)

Job Summary:

The Project Assistant is responsible for supporting the Project Officer in the planning, implementation, and evaluation of projects. They ensure the effective and efficient delivery of project activities, liaising with stakeholders, managing resources, and maintaining documentation. The role may involve administrative support, progress tracking, and ensuring compliance with project goals and timelines.

Key Responsibilities:

- **Project Planning Coordination:** Assist in the development of project plans, schedules, and timelines. Coordinate the execution of tasks and activities in accordance with project requirements.
- **Stakeholder Management:** Maintain communication with project stakeholders, including internal teams, clients, and external partners. Facilitate meetings, share progress updates, and address any concerns.
- **Budget (Manage the project budget, monitor expenses, and ensure that costs are controlled according to the project's financial guidelines.**



- **Progress Monitoring Reporting:** Track the project's progress and deliverables, ensuring tasks are completed on time. Prepare regular progress reports for senior management and stakeholders.
- **Documentation: Record Keeping:** Maintain accurate and up-to-date project documentation, including contracts, meeting notes, timelines, and progress reports.
- **Risk Management:** Identify potential project risks and challenges, and work with the team to develop mitigation strategies.
- **Resource Management:** Coordinate the allocation of resources, including personnel, materials, and equipment, to ensure project success.
- **Quality Assurance:** Monitor the quality of project outputs and ensure they meet the required standards and expectations.

Qualifications:

Education:

Diploma or A bachelor's degree in project management, Education, business administration, or a related field.

Professional certifications (e.g., PMP) are a plus.

Experience:

Minimum of 0-1 years of experience in project coordination, management, or a related role. Experience in the relevant industry is Preferred.

Skills & Competencies:

- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite and project management software (e.g., MS Project, Asana, Trello).
- Problem-solving and decision-making abilities.

Other Requirements:

- Ability to work under pressure and meet deadlines.
- Attention to detail and a commitment to maintaining high standards.

Confidentiality

Ensuring the non-disclosure of any information whatsoever relating to the practices and business of CDI acquired in the course of duty, to any other person or organization without authority.

Professional standards

CDI and CDI staff must adhere to the values and principles outlined in CDI standards for professional conduct. These are integrity, service and accountability. CDI operates and enforces policies on beneficiary including protection from Abuse, child safeguarding, anti-workplace harassment, fiscal integrity and anti- trafficking in persons and several other Safeguarding policies. Zero tolerance policy for safeguarding violations by staff, incentive workers, visitors, subgrantees, suppliers/sub-contractors and implementing partners.



Safeguarding at CDI is an integral to the organization values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation abuse, and harassment of any person linked to the program by both its employees and downstream partner.

Equal opportunity employer:

CDI is an equal opportunity employer, considers all applicants on the basis of merit without regard to race, sex, nation, origin, religion sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.

How to apply

Applications should include an updated Curriculum Vitae (CV) and cover letter. In the cover letter (of not more than two pages), the candidate should briefly describe his or her motivation (include preferred location) for the position and highlight relevant experience. The above documents can be delivered to CDI Head Office, Gudele 2 Block 9 near 711, or sent in soft copy to: recruitediss@gmail.com

Only shortlisted candidate will be contacted and attach photocopies, remember no return of the any documents. The successful candidate will be subjected to a thorough background check and satisfactory references.

Female applicants are highly encouraged to apply. This is a national position open to South Sudanese only.

