

50-H-3  
Approved by  
Inspector of Labour  
21/5/24



## TERMS OF REFERENCE

|   |  |
|---|--|
| <b>Position:</b>  | Community Outreach Assistant                                     |
| <b>Locations:</b>   | Rubkona County -One Position                                     |
| <b>Length of Contract:</b><br>funding and satisfactory performance) | 6 Months (With possibility of extension based on availability of |
| <b>Application starts:</b>  | 21/05/2024.  |
| <b>Application ends:</b>  | 07/06/2024.  |

## OVERVIEW OF CTG GLOBAL

CTG supports and manages humanitarian projects in fragile and conflict-affected countries around the world. With past performance in 15 countries — from the Middle East\* Africa, Europe, Asia and Central and South America — we offer a holistic fabric of project management, implementation, and support. Skilled in emergency response to crises such as the Ebola outbreak in West Africa, we can act quickly (crisis response teams can be on the ground in 24 hours) and establish structured operations in high-risk environments. CTG recruit and manage qualified, skilled teams with extensive experience operating in challenging conditions.

## OVERVIEW OF THE POSITION

CTG is expanding in South Sudan and is looking for community outreach assistant for its client.

Under the direct supervision of the National Operations Officers (NOO), and the technical supervision of National Community Engagement Officer, the successful candidate will support the Enhancing Community Resilience Project (ECRP II) implementation in Rubkona County.

## GENERAL FUNCTIONS

### Role objective:

1. Supports the implementation of community engagement activities in the field according to the standard operating procedures (SoPs).
2. Supports the engagement with authorities at the county, Payam and boma levels and establish effective working relationships with community members to promote ECRP II objectives.
3. Supports community entry activities, including facilitating meetings and workshops to explain project objectives.
4. Supports the establishment of Boma Development Committees (BDCs), Payam Development Committees (PDCs), Disaster Risk Management Committee (DRMCs) and Operations & Maintenance committees (O&MCs) according to established SoPs.



5. Facilitates Focused Groups Discussions with community members according to the SoPs.
6. Supports the organization of training, workshops, and capacity building activities for BDCs, PDCs, PDRMC, CDRMC, OMC, including by facilitating parts of the trainings and translation of the training sessions.
7. Assist and facilitate democratic nominations/elections for operation and maintenance committees in communities.
8. Support the implementation of operation and maintenance strategy in ECRP II intervention locations.
9. Collaborates with ECRP II field teams and other IOM staff and units on the implementation of ECRP.
10. Builds capacity of community mobilizers on project deliverables and cross cutting themes
11. Collects and reports on community-specific information through Kobo forms and Fulcrum and provide feedback to the community in a timely manner.
12. Monitors implementation of ECRP II community engagement activities at the field level and provides support as required.
13. Provide timely inputs to the National Community Engagement Officer to contribute to periodic reports on programme delivery.
14. Work closely with different field offices (Technical Leads, NOOs and PAs) to develop a supportive supervision plan.
- 15.
16. Performs such other duties as may be assigned.

**Project reporting:**

- This role reports to the National Operations Officer.

**ESSENTIAL EXPERIENCE:****Education:**

- Diploma and/or bachelor's degree in any relevant discipline and from recognized Institution.

**Work experience:**

- Experience in community outreach, public affairs, development, and/or education.
- Experience working in complex humanitarian operations, specifically meeting timelines.
- Experience managing and mentoring teams and in promoting achievement of project objectives.
- Excellent interpersonal, cross-cultural, and diplomatic skills and the ability to lead and work collaboratively with a diverse team.

**Geographical experience:**

- Minimum of 2-3 years of experience in Africa, (specifically in South Sudan and Rubkotna County).

**Languages:**

- Fluency in English and Arabic is essential both written and verbally.
- Local languages are an advantage.

**Key competencies:**

- Ability to design and deliver training effectively.
- Excellent report writing and analytical skills.
- Strong interpersonal and communication skills.
- Solid organizational skills: the ability to be flexible and work well under pressure in a fast-paced and detail-oriented team environment.
- Ability to use Kobo collect, ODK and fulcrum.
- Good computer skills: excellent knowledge of **MS Word, Excel, PowerPoint, and email/internet software.**

The successful candidate is expected to demonstrate the following values and competencies:

**Values.**

- **Inclusion and respect for diversity** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** maintain high ethical standards and act in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism:** demonstrates ability to work in a composed, competent, and committed manner and exercises careful judgment in meeting day-to-day challenges.

**Core Competencies — behavioural indicators level 2.**



- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge continuously seeks to learn, share knowledge, and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way.

**Managerial Competencies — behavioural indicators level 2**

- Leadership: provides a clear sense of direction, leads by example, and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others and building trust creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision work strategically to realize the Organization's goals and communicate a clear strategic direction.

**Languages:** English and the main local language used in the applied state

**Other relevant information:**

- **Female Candidates are encouraged to apply.**
- **Candidates must be locals to the community.**

In order to apply for this role please send your CV and Cover letter most preferably by email to the address: [southsudan@ctg.org](mailto:southsudan@ctg.org) - Please make sure the subject of your email states "**Community Outreach Assistant**", or your application might be overlooked

For hardcopy applications, please deliver to CTG Office in Juba in Rock City.

**IMPORTANT REQUEST**

- Please note to name your CV by name e.g., "**Mary Deo- CV**" or "**CV- John Smith**"
- Kindly avoid naming CV as CV, Updated CV, by Job title or organization name
- For hard copy deliveries kindly include position applied for on the envelope.

