



JOB ADVERTISEMENT	
Job title:	Civic Engagement Center Officers (2 positions) (For South Sudanese Nationals Only)
Location:	Wau (1), Aweil (1)
Reports to:	National Civic Engagement Center Manager
Starting Date:	Immediate
<i>DI is an equal employment opportunity employer and strongly encourages qualified female candidates to apply.</i>	

**SUMMARY OF JOB PURPOSE:**

Democracy International (DI) seeks to hire two Civic Engagement Center (CEC) Officers for its USAID supported program in South Sudan, Systems to Uphold the Credibility and Constitutionality of Elections in South Sudan (SUCCESS). Through SUCCESS, DI and its consortium partners are working to promote effective, inclusive, and accountable governance to inform an increasingly stable South Sudan. One Officer will be located in Wau and one Officer will be located in Aweil. The CEC Officers will be responsible for coordinating activities in the Civic Engagement Centers for civil society in Wau and Aweil. The staff will work as part of a team, and will provide support to partners in Western and Northern Bahr-EI Ghazal States. The position may provide supervision to other staff at the center.

**Key Responsibilities**

- Be knowledgeable of current events that pertain to civic and political affairs on the national, state and local levels;
- Manage the day-to-day running of the Civic Engagement Center in Western and Northern Bahr-el-Ghazal States;
- Implement and review (as need be) the center management policies with regard to asset usage, risk mitigation, etc.
- In coordination with the SUCCESS operations team, ensure that the centers are equipped with the required equipment, supplies, reading materials and other items, as needed;
- In coordination with partners, develop and implement sustainability plans for the transition of the Centers from SUCCESS to the local partners;
- Provide coaching and training to CEC User Committees to build their capacity to operate the centers;
- Plan and support implementation of inter-state exchange activities to strengthen cooperation between civil society groups in the respective States;
- Network with local and international Non-governmental Organizations implementing CSO support activities in your respective location (Wau or Aweil) and develop strategies for collaboration;
- In coordination with civil society partners, strengthen the "Users committee" for the Centers, comprised of representatives from local civil society organizations;
- Actively participate in civil society networks, clusters, and other forums relevant to active citizen participation and promote the use of the center to various partners;
- Assist in the centers site assessments to identify potential locations for possible establishment of additional centers;
- Submit weekly reports with disaggregated data analysis on the functioning and usage of the Centers, as well as contribute to weekly and quarterly narrative reports on programs.

**Other responsibilities**

- Liaise with the SUCCESS Finance Team to reconcile advances and other financial documents;
- Participate in SUCCESS activities, workshops, and events with other SUCCESS teams, as needed.
- Support implementation and monitoring of SUCCESS grants active in the state of operations.

**Qualifications:**

- Minimum Bachelor of Arts Degree in Social Sciences, or relevant field;
- At least 3 years of professional experience in development, including at least two years of experience working with civil society;
- Knowledge of logistics and operations, preferably with experience of USAID-funded programs;
- Fluent in both spoken and written English
- Computer Competency in Ms Office ( Ms Word, Ms Excel etc) and internet;
- Proof of South Sudanese citizenship/nationality.

Interested candidates should submit their applications clearly indicating the title and location of the position they are applying for with an updated CV, which should contain their e-mail address and telephone contact along with three professional supervisory references. Applications should be submitted by the closing date **October 04, 2019** either by email to [DI.SSudanjobs@gmail.com](mailto:DI.SSudanjobs@gmail.com) or through hand delivery to Democracy International, Applications Submission Box, AFEX Riverside Camp, Hai Malakal, Juba, South Sudan.

Only short-listed candidates will be contacted. Applications received after the closing date will not be accepted.

