



JOB VACANCY - INTERNAL & EXTERNAL

Job Title: Livelihood Officer (1)

Department: Programs

Reporting to: Project Manager

Base Location: Yei County, Central Equatoria State

Duration: 12 months with possibility of extension

Organizational Background

Facilitating Action for Community Empowerment (FACE) is a national, non-profit, and non-governmental organization legally established and registered in 2015 (Certificate No. 298) with the South Sudan Ministry of Justice. FACE was further registered on 7th September 2015 with the South Sudan Relief and Rehabilitation Commission (SSRRC) under Chapter 3, Section 10 of the NGOs Act, 2016, granting it legal status to operate in South Sudan.

Mission: FACE is committed to strengthening community capacity to address socio-economic and development challenges through the promotion of good governance and democracy, protection, emergency response, Food Security, livelihoods, climate change adaptation, and Education

Vision: Resilient and sustainable communities.



Project Overview.

FACE with Funding from Mastercard Foundation is implementing Pathways to Empowerment (P2E) project which is an initiative led by War Child Canada in collaboration with other partners.

The programme operates in 13 refugee-hosting locations across eight States and one Administrative Area in South Sudan. P2E empowers refugees and displaced persons (**RDPs**) to pursue secondary education and build market-relevant skills – from work readiness and vocational competencies to entrepreneurship and employability. By strengthening access to learning and opportunity, the programme tackles the urgent challenges facing young people in South Sudan’s fragile and service-constrained environment, helping them unlock pathways to dignity, resilience, and economic inclusion.

Key Responsibilities

A. Project Planning and Implementation

- Support the design and rollout of livelihood and economic strengthening activities.
- Conduct beneficiary identification, verification, and registration in collaboration with community leaders.
- Organize and supervise vocational skills training, business skills training, and financial literacy sessions.
- Facilitate formation and strengthening of savings groups, producer groups, and cooperatives.
- Support distribution of livelihood inputs, start-up kits, tools, and grants.
- Provide regular field supervision to ensure activities are implemented according to plan and standards.

B. Business and Skills Development Support

- Provide technical guidance to beneficiaries on small business management and income-generating activities (IGAs).
- Support the development of simple business plans with beneficiaries.
- Mentor and follow up on supported businesses and vocational trainees.
- Promote market linkages for products and services developed by beneficiaries.

C. Monitoring, Evaluation, and Reporting

- Collect data on livelihood activities, outputs, and outcomes.
- Maintain updated beneficiary records and activity tracking tools.
- Conduct regular post-distribution monitoring and business follow-up visits.
- Contribute to weekly, monthly, and quarterly reports.



- Document success stories, case studies, and lessons learned.

D. Community Engagement and Coordination

- Work closely with community leaders, local authorities, and stakeholders.
- Mobilize communities and ensure inclusion of women, youth, and persons with disabilities.
- Address community feedback and complaints related to livelihood activities.

E. Compliance and Safeguarding

- Ensure all activities comply with FACE policies, including Code of Conduct, PSEA, and safeguarding.
- Promote accountability and transparency in beneficiary selection and support.

Ensure safe and ethical engagement with beneficiaries.:

Minimum Qualifications/Experience

- Diploma or Bachelor's Degree in Agriculture, Economics, Development Studies, or any related field.
- At least 2–3 years of experience in livelihood, economic recovery, or community development programs.
- Experience in business skills training, vocational training, or agricultural livelihoods.
- Experience working with NGOs and community-based projects.
- Strong facilitation and community mobilization skills.
- Basic financial literacy and understanding of small business development.

Desirable skills and Knowledge.

- Strong communication and interpersonal skills.
- Ability to work in remote and challenging environments.
- Good reporting and documentation skills.
- Ability to work with diverse and vulnerable groups.
- Problem-solving and initiative.
- Basic computer skills (Word, Excel).
- Fluent in English and Arabic language.
- Understanding of the humanitarian principles
- Ability to work with minimum supervision and taking accountability.



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Policy Compliance.

- FACE **has zero tolerance** to PSEAH, any violation of child safeguarding and the vulnerable community members.
- Any forms of violation of PSEAH and Safeguarding policies must be reported through FACE reporting channels. Therefore, any person accused of misconduct will be suspended and perhaps disqualified from running FACE programs.

How to apply

Interested and qualified candidates must submit their applications by email to jobs@facesouthsudan.org or hand delivery to FACE Offices in Yei and Juba at **Rock City** Residential Area next to the Football playground **not** later than **19th Mar 2026**. Addressing to Human Resource Department FACE Juba, South Sudan.

Note: Applications received after the dateline will not be considered.

Please provide the following when applying for this post: Updated CV, Cover letter, Copies of your academic qualification and National ID. Indicate clearly the position you are applying for on the Envelope.

DO NOT attach your original academic documents.

Other information

Note due to the urgency of this position, all of application will be screened on a rolling basis. In this case, FACE reserves the right to shortlist before the closing date.

This position is open for South Sudanese Nationals ONLY
"Female candidates are highly encouraged to apply"
Only short-listed candidates will be contacted for interviews.

