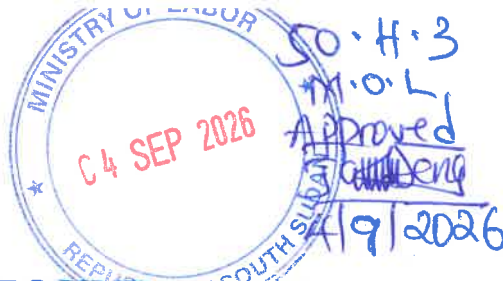




TITI FOUNDATION

The Hope for the Marginalized in South Sudan



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BACKGROUND: -

TITI Foundation is a national non-governmental organization (NGO) formed by a group of south Sudanese professionals, from varied educational background and experiences. TITI is an abbreviation of “**TOGETHER IN TRANSFORMATIONAL INITIATIVES**”- promoting progress, peace and prosperity. The organization is registered (with the South Sudan Relief and Rehabilitation Commission (SSRRC), registration number 519 under chapter 3, section 10 of the 2013 South Sudan NGO Act We have been active in South Sudan since 2016 and are committed to the safety and protection of children rights from intentional and unintentional harm. 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 Field Based

Contract Type: Full time Appointment

Date: 3rd Sept 2026

Closing date: 21st Sept 2026 05:00 PM

Duty station: (2 position – Magwi and Nimule

Job Summary:

The Project Assistant is responsible for coordinating and implementing county-level project activities that promote sustainable peace, resilient livelihoods through agriculture, and gender equality and social inclusion. The assistant will provide day-to-day supervision of peace negotiators and community facilitators, support the implementation of peacebuilding interventions, facilitate agricultural livelihood activities, and ensure that women, youth, persons with disabilities, and other marginalized groups are meaningfully included in all aspects of the project. The Project Assistant will also support project monitoring, documentation, stakeholder engagement, and reporting.

Key Responsibilities

Project Coordination and Implementation

- Coordinate and oversee the day-to-day implementation of project activities in the assigned county in line with approved work plans and project objectives.
- Provide daily supervision, mentoring, and technical support to peace negotiators and community facilitators.
- Support the Program Manager in planning, implementation, monitoring, and reporting of project activities.
- Monitor implementation progress and ensure activities are delivered on time, within scope, and according to quality standards.
- Prepare timely activity reports, monthly progress updates, and other project documentation.

Peacebuilding and Social Cohesion



- Facilitate community dialogue sessions, mediation processes, and peacebuilding initiatives that strengthen social cohesion and peaceful coexistence.
- Support the mapping, identification, and selection of project participants using transparent and inclusive criteria.
- Coordinate the development, implementation, and monitoring of community peace agreements and local conflict-resolution mechanisms.
- Strengthen collaboration with traditional leaders, local authorities, community peace structures, youth groups, women's groups, and civil society organizations.
- Monitor conflict dynamics and provide regular updates on emerging risks and opportunities for peacebuilding.

Agriculture and Livelihoods

- Support the implementation of agriculture and livelihood activities aimed at improving food security, resilience, and economic recovery.
- Coordinate farmer trainings, demonstration activities, farmer field schools, and other agricultural capacity-building initiatives.
- Promote climate-smart and conflict-sensitive agricultural practices that strengthen cooperation among communities.
- Work closely with agricultural extension services, producer groups, cooperatives, and relevant government departments to enhance project impact.
- Monitor progress of agricultural interventions and document lessons learned and best practices.

Gender Equality and Social Inclusion (GESI)

- Ensure gender equality and social inclusion are integrated into all project activities.
- Promote the meaningful participation and leadership of women, youth, persons with disabilities, returnees, and other marginalized groups.
- Support community awareness activities that promote gender equality, women's empowerment, social inclusion, and the prevention of gender-based discrimination.
- Collect and report sex-, age-, and disability-disaggregated data to support project monitoring and learning.
- Identify barriers to participation and recommend strategies to improve equitable access to project opportunities and benefits.

Stakeholder Engagement and Partnerships

- Build and maintain productive relationships with local government authorities, community leaders, civil society organizations, development partners, and other stakeholders.
- Represent the organization in county-level coordination meetings, technical working groups, and community forums as delegated.
- Support coordination with implementing partners to ensure effective project delivery.

Monitoring, Evaluation, Accountability, and Learning (MEAL)

- Collect, verify, and submit project data in accordance with monitoring and evaluation requirements.
- Support field monitoring visits, beneficiary feedback mechanisms, and learning activities.
- Document success stories, case studies, lessons learned, and good practices.
- Ensure project records and supporting documentation are complete and maintained in accordance with organizational and donor requirements.



Other Responsibilities

- Ensure compliance with organizational policies, safeguarding standards, donor requirements, and security procedures.
- Perform any other duties assigned by the Program Manager that support the successful implementation of the project.

Qualifications

- Diploma or bachelor's degree in Agriculture, Development Studies, Peace and Conflict Studies, Social Sciences, Community Development, International Development, Gender Studies, Political Science, or a related field.

Experience

- Minimum of three (3) years of experience in implementing community development, peacebuilding, agriculture, or livelihoods projects.
- Experience working with donor-funded programmes and multi-sectoral projects is desirable.
- Experience engaging government institutions, community structures, and civil society organizations.
- Experience working in fragile or conflict-affected settings is an added advantage.

Desired Skills and Competencies

- Strong understanding of peacebuilding, conflict sensitivity, and community dialogue approaches.
- Knowledge of sustainable agriculture, food security, and livelihood programming.
- Understanding of gender equality, women's empowerment, disability inclusion, and safeguarding principles.
- Excellent facilitation, training, and community mobilization skills.
- Strong stakeholder engagement and partnership-building abilities.
- Good report writing, analytical, and problem-solving skills.
- Experience in project monitoring, data collection, and documentation.
- Proficiency in Microsoft Office applications.
- Ability to work independently, manage multiple priorities, and travel frequently to field locations.
- Ability to ride a motorbike will be an relevant advantage.



Key Performance Indicators (KPIs)

- Timely implementation of county-level project activities.
- Effective supervision and performance of peace negotiators and community facilitators.
- Number and quality of peace dialogues, trainings, and community peace agreements facilitated.
- Successful implementation of agriculture and livelihood interventions.
- Increased participation of women, youth, persons with disabilities, and other marginalized groups in project activities.
- Timely submission of quality reports and monitoring data.
- Strong collaboration with local stakeholders and adherence to donor and organizational requirements.



Professional standards

The TITI Foundation and TF workers must adhere to the values and principles outlined in TF way-standards for professional conduct. These are integrity, service and accountability. In accordance with these values, the TF operates and enforces policies on beneficiary protection from exploitation and Abuse, child safeguarding, anti-workplace harassment, fiscal integrity and anti-retaliation, combating trafficking in persons and several others.

Safeguarding policy

Zero tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors and implementing partners. Safeguarding at TF 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

TF has 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 for the position and highlight relevant experience. The above documents can be delivered to Titi Foundation Head Office, Nyakuron West, along Rock City Road behind blue flag, or sent in soft copy to: titifoundationss@gmail.com

Only shortlisted candidates will be contacted.

Submit your application before deadline, any application after 26th September 2026 cannot be considered.

Note: Female candidates are strongly encouraged to apply. **Ability to ride a motorbike will be an added advantage.**

Due to the urgency of this role, applications will be reviewed on a rolling basis until the position is filled.

