



SB-H-2
Approved Inspector,
MOLRSTI
19/07/2023
MINISTRY OF LABOUR
PUBLIC OF SOUTH SUDAN
20 JUL 2023

Job Title:	Project Assistant
Job Location:	Juba
Reporting to:	Project Manager
Starting Date:	19th July 2023
Closing date:	9th August 2023

Pending Donor final Approval

INTRODUCTION:

ACROSS is an Interdenominational Church base organization which strives to provide humanitarian assistance (including emergency/relief, rehabilitation and development work) to local communities, internally displaced persons, refugees and other vulnerable communities including persons living with disabilities to enable them to realize their purpose and value as human beings. ACROSS in South Sudan is searching for a competent, knowledgeable, skillful and qualified South Sudanese for the position of Project Assistant.

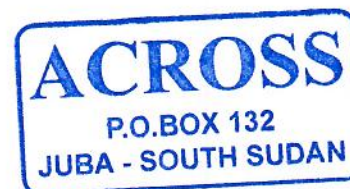
Main Job Purpose:

The project Assistant will perform programme support functions in the 2-years CBM Italy funded Project: **Feeding The Future: Supporting Food Security and Nutrition for people with disabilities in refugee communities in Juba, South Sudan**, including monitoring, reporting, and administrative services of moderate scope with a flexibility to exercise independent judgment over project activities.

OBJECTIVES/PURPOSE OF POSITION:

Under the direct supervision of the ACROSS Project Manager, the Project Assistant will assist in the implementation, monitoring and reporting of project activities at the field locations through:

- Identification and communication of gaps/needs arising during project implementation that require attention for project adjustments.
- Effective communication and support coordination internally within ACROSS.
- Training of communities to strengthen bottom-up accountability for quality service delivery.
- Contribute to the development of weekly/monthly project activities' report updates for the project manager.



JOB FUNCTIONS:

1. Provide Leadership support function to the ACROSS Project Manager on the CBM Italy funded project Feeding the future: Supporting food and nutrition security for people with disabilities in refugee communities in Juba, South Sudan.
 2. Provide Support function to the Project Manager on the project implementation, monitoring, reporting, etc.
 3. Contribute to the development of weekly or monthly progress reporting of project activities to the Project Manager.
 4. Support the conduction of project assessments, evaluations, and partner/donor visits to the project area with Project Manager.
 5. Work collaboratively with food security and Livelihood sector partners in the project location.
 6. Contribute to the promotion of innovative and creative ideas in the development of food security & Livelihood program activities.
 7. Undertake any other assignment delegated by Project Manager and ACROSS senior Management.
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MINIMUM QUALIFICATIONS & EXPERIENCE REQUIRED:

a. Education:

- Diploma in Project Planning and Management or Business Administration.

b. Work Experience

- Two years of progressive responsible project Planning and Management experience, of which at least one year closely related to project activities implementation in Food security & Livelihood, and working with persons with disabilities.
 - Experience in projects budget planning, implementation, and monitoring.
 - Ability to maintain confidentiality and respect for clients always is essential.
 - Ability to facilitate trainings and sessions, including group support activities with women and girls.
 - Ability to keep records and write simple and basic project activities reports.
 - Good interpersonal and team building skills.
 - Experience working with other INGOs/NNGOs and local partners in the field of Food security, Livelihood, and interventions on inclusions and rights of persons with disabilities.
 - Excellent written and verbal communication skills.
 - Fluency in oral written English and oral Arabic Languages is required.
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PERSONAL SKILLS/ATTRIBUTES REQUIRED:

- A committed Christian of good character and values.
- Practical understanding of project cycle management.
- Good analytical and problem-solving skills.
- Excellent interpersonal, communication and negotiation skills.
- Ability to tolerate and accommodate people with diverse backgrounds at workplace.
- Meticulous, with good attention to details.
- Good planning, analytical and organizational skills
- Articulate, with excellent verbal and written communication skills.
- Commercial awareness and good all-round business skills.
- A high standard of numeracy to analyse facts and figures.
- Comfortable leading negotiations and networking.
- Confident making important decisions.
- Ability to cope with the pressure of demanding targets and tight deadlines.
- Tact and diplomacy.
- Computer literacy in MS Word and MS Excel.

Desirable Qualifications and Skills

1. Knowledge of policies and procedures of the protection.
2. Commitment to Child protection, Prevention of SEA and Safeguarding of Adults.
3. Commitment to help persons of concern and willingness to cooperate with counterparts.

If you believe you meet the above qualifications, kindly send us soft copies of your latest/updated Curriculum Vitae (CV), copies of relevant Academic documents only, Nationality Certificate, Cover Letter and a written Personal Christian Testimony by email to recruitment@across-ssd.org in one file document or just deliver a hardcopy to ACROSS Head Office in Buluk, near UNHCR Country Representative Office – Juba.

Important to Note: ACROSS has a zero-tolerance approach to conduct such as fraud, sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination, corruption and bribery. All selected candidates will be expected to abide and adhere to ACROSS' standards of conduct and will therefore undergo thorough background checks through a number of means. Selected candidates will also be required to provide additional information as part of the verification exercise. Misrepresentation of information provided during the recruitment process may lead to disqualification.

- Applications without Personal written Christian Testimony (Not letter from the church) will not be considered.
- This position is open to qualified and experienced South Sudanese nationals only with stellar professional and technical skills in Project Planning and Management.
- Only shortlisted applicants will be Reached for Further Engagement.
- Application documents once received are NOT Returnable to the applicant.

