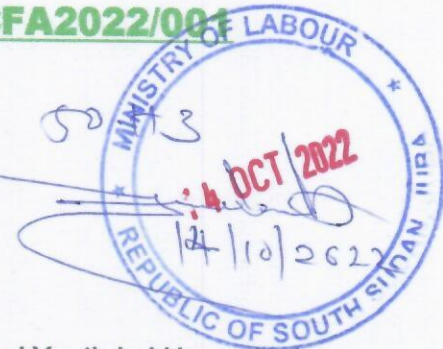


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Call for Applications YSAT/MFO/CFA2022/001

Job Title: Project Officer
Duty Station: Magwi (Eastern Equatoria)
Reports to: Program Manager
Position Open Date: 14th /Oct/2022
Closing Date: 2 /Nov/2022
Expected Start Date: As Soon As Possible
Contract Duration: 3 Months (possible extension)



Youth Social Advocacy Team (**YSAT-South Sudan**) is a National Youth-led Humanitarian and Development Non-Governmental Organization that works with grassroots communities to address increasing violent conflicts, Food Security and Livelihood Needs and provide access to alternative learning opportunities for Communities affected by Crisis in South Sudan and Uganda. YSAT currently runs three programs in Uganda and South Sudan: Education in Emergencies, Food Security and Livelihoods, Peace Building

YSAT South Sudan with funding from Dan Church Aid (DCA) implements an Integrated Youth Empowerment and Peace Building Project of "*Building Resilience and Social Cohesion through Youth Engagement in Entrepreneurship and Peacebuilding in Magwi County*" and wishes to recruit a highly competent, proactive, and self-driven individual for the position of **Project Officer – Magwi Field Office**

The contract for this position is fixed term/definite contract with possibility of extension based on funding availability, project extension and satisfactory staff performance.

Purpose of the position:

Under the supervision of Program Manager, the successful candidate will lead the **Project** implementation of DCA funded Youth Empowerment and Peacebuilding Project in Magwi County of Eastern. Equatoria State. S/he will be responsible for planning smooth running of the project activities, including Casual hiring of support staff, HR Management, financial controls, timely and quality reporting, logistical coordination, assessments and that peacebuilding and gender sensitivity are integrated into the project throughout its cycle.

Duties and Responsibilities

Development of Project Documents

- Planning and designing project implementation plans, proactively monitoring its progress, resolving emerging issues and initiating corrective actions
- Establish and implement quarterly MEAL plans in collaboration with MEAL Officer
- Coordinate with YSAT Management, Partners, External stakeholders and Field Staff providing timely updates and appropriate support when needed
- Support technical proposal developments, reporting guidelines and donor requirements with support from Program Manager and Management
- Develop and adopt project governance arrangements ensuring effective quality assurance and the overall integrity of the project - focusing inwardly on the internal consistency, and outwardly on its coherence with infrastructure planning, interfaces with other programmes and corporate, technical and specialist standards



Project Management & Implementation

- Take lead in Project implementation, coordination and planning of smooth running of the project including casual staff hiring, logistical coordination in close coordination with procurement, HR and Logistics departments
- Managing Project budgets, monitoring its performance including expenditure and costs against delivery, timely submission of invoices, salary/incentives for payments
- Ensuring the delivery of new products or services is to the appropriate level of quality, on time and within budget, in accordance with the project plan and governance arrangements
- Ensure peacebuilding, gender sensitivity and environment is integrated into the project.
- Prepare and submit quality progress and technical reports (weekly updates, monthly reports, quarterly and Annual) using donor required standard reporting templates according to the project reporting guidelines
- Ensure collection of accurate data on project outputs by MEAL Officer is done timely inline with the project monitoring plan
- Ensure all project team uphold the principle of DO NO HARM and Accountability to Affected Populations (AAP) throughout project implementation cycle.

Supervision & Technical Backstopping

- Supervise all **Youth Empwerment and Peacebuilding** Project staff in Juba and Field level and ensuring that staff perform their duties towards achievement of the project objective and outputs
- Conduct capacity strengthening training for project staff on quality programming, standard reporting procedures, **Do No Harm** Principles, Humanitarian Core Standards (HCS) and **Accountability to Affected Populations** (AAP)

Liaison and Coordination with other stakeholders

- Represent YSAT South Sudan at all Protection, Food Security and Livelihoods, Inter-agency meetings and any other program related coordination forums both Online and physical at National and State level to share/disseminate learning outcomes from the project
- Managing communications with all stakeholders including RRC, UNHCR, UNOCHA, relevant departments at State level, ensure effective delivery of project items, smooth staff travels and monitoring of project outputs by stakeholders
- Create synergies with UN Agencies, INGOs, NNGOs implementing FSL, Education, Protection on Sector related learnings, challenges and suggest mitigation measures to improve outcomes, ignite partnerships, and create space for showcasing best practice

Desired Qualifications/Skills/Experiences

- Holds a Bachelor Degree in Development Studies, Public Administration, Agriculture, Social Science or any related fields
- At least 3 years' experience in Humanitarian response in South Sudan
- Experience in setting up and managing field sites/training centres
- Working experience with **DCA** and **DANIDA Funded Projects** will be an added advantage

Other Desirable qualifications Needs

- Good written and verbal Communication skills
- Experience in quality proposal writing
- Excellent Report writing skills
- Excellent interpersonal and organizational skills
- Knowledge of local dialect within the country and or the region will be an added advantage
- Ability to participate and engage with policy makers at National level
- Prior experience in managing multiple teams simultaneously for effective coordination
- Knowledge in Computer Literacy (MS Office, data base)



Personal Competencies

- **Communication:** Ability to share relevant information, feedback on changing priorities and procedures, give constructive criticisms, speaks clearly, writes effectively to persuade any situation, listens to others with interest to help with ideas; and demonstrate an ability to build relationships within and outside the organization based on trust and professionalism.
- **Ability to Multi-task:** the ability to demonstrate interest in improving relevant skills, planning, and organizing, setting clear achievable goals with project priorities, handle multiple tasks and assignments; prioritizing more important tasks and maintain a good sight on others, timely reporting of any barrier to tasks completion Immediately
- **Teamwork:** works collaboratively with others, delegate tasks and responsibilities, actively make team decisions in the organization to achieve project tasks that contribute to organization's Vision, Mission, values and goals.

Work Relationship

Internal (within YSAT Office)	External (Outside Office)
<ul style="list-style-type: none"> • Project Team 	Organization Suppliers
<ul style="list-style-type: none"> • YSAT Magwi Team 	Our Partners (DCA)
<ul style="list-style-type: none"> • Supervisors • YSAT Management 	Other stakeholders at Field Levels (RRC, Local Administration)

APPLICATION PROCESS

Submit your soft copy application, an updated Curriculum Vitae/Resume and 2 referees with copies of your academic documents **ELECTRONICALLY** to the Human Resource Office here via: recruitment@youthsat.org copying youthsat2017@gmail.com

Hard copy applications and CVs/Resume can also be delivered to the following locations:

3 | Page Peaceful Communities | Improved Household Livelihoods | Transformed Lives



1. YSAT Juba Office in Tongpiny Near Turkish Embassy
2. SPEDP Office or Freedom FM in Magwi County from Monday -Thursday from 9AM -2PM

Deadline for receiving applications Monday 24th Day of Oct 2022 at 4:00 PM CAT

YSAT is an equal opportunity Employer, guided by our Diversity Principle and Core Values, we don't discriminate on gender, ethnicity, religion, geographical background, or political affiliation. This position is open to both **South Sudanese** and Foreign Nationals and preferably those with experience working in South Sudan context.

Qualified female candidates are **STRONGLY** encouraged to apply. **High Priority!**

YSAT is committed to **Zero Tolerance for Fraud & Sexual Exploitation and Abuse (SEA)** while providing Humanitarian Response, No Applicant should be required to pay for our services including application for job opportunity, please report any suspected misconduct to: complaintsfeedback@youthsat.org

Please note:

1. *only selected applicants will be contacted to take part in the next steps of the recruitment process. No confirmation of receipt of your application will be provided.*
2. ***Due to the urgency in filling the position, applications may be reviewed and processed before the deadline***
3. *Submitted copies of academic documents will **NOT** be returned to the applicant after review*

Humanitarian Services are Free!