



## TERMS OF REFERENCE

Position:	National HLP Junior Associate
No of Positions:	2
Position grade:	TBC
Duty station:	Juba
Application start:	12 May 2026
Application end:	29 May 2026
Contract start:	ASAP
Length of the contract:	6 months (3 month's probationary period), with possibility of extension

## OVERVIEW OF CTG GLOBAL

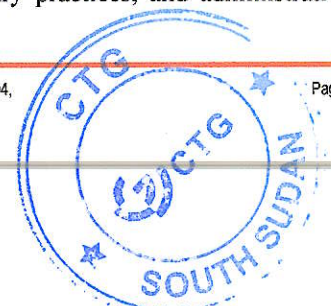
CTG support and manage humanitarian projects in fragile and conflict-affected countries around the world. With past performance in 15 countries – from the Middle East, Africa, Europe, Asia and Central and South America – we offer a holistic fabric of project management, implementation, and support. Skilled in emergency response to crises such as the Ebola outbreak in West Africa, we can act quickly (crisis response teams can be on the ground in 24 hours) and to establish structured operations in high-risk environments. CTG recruit and manage qualified, skilled teams with extensive experience operating in challenging conditions.

## OVERVIEW OF THE POSITION

The purpose of this position is to support the implementation, monitoring, and quality assurance of Housing, Land and Property (HLP) activities in Juba and surrounding field locations. Under the direct supervision of the HLP Associate and overall supervision of the HLP Officer, the position will focus on supporting initiatives aimed at strengthening the capacity of government counterparts, IOM implementing partners (IPs), and community structures; supporting policy review and awareness; and ensuring effective coordination and follow-up on HLP interventions. The role involves frequent travel to project locations and close engagement with government institutions, IPs, community leaders, and displacement-affected populations. In addition to this, they will be responsible for supporting in the provision of awareness raising, and identification of housing, land and property needs and services to communities (internally displaced, host community and returnees).

## GENERAL FUNCTIONS

- Support in organizing and facilitating HLP capacity-building sessions for government officials, IPs, community leaders, and field teams.
- Contribute to stakeholder mapping and identification of capacity gaps.
- Support in monitoring the implementation of key HLP activities across targeted locations, ensuring adherence to standards, policies, and agreed workplans.
- Support in Conducting regular field visits to assess progress, identify challenges, and document lessons learned.
- Prepare monitoring reports, field visit summaries, and follow-up action points.
- Track progress of IPs and government partners, ensuring timely reporting and compliance with HLP guidelines.
- Support in reviewing national and local HLP-related policies, customary practices, and administrative procedures.



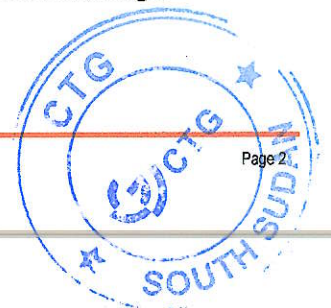
- Support in Conducting awareness sessions on HLP policies, rights, and procedures for IDPs, returnees, host communities, and local authorities.
- Provide technical support during policy dialogues and stakeholder consultations.
- Support coordination between IOM, government institutions, IPs, and community structures to ensure harmonized HLP interventions.
- Follow up with IOM IPs on activity implementation, reporting, and compliance with HLP standards.
- Conduct community information sessions on HLP rights, policies, and available services.
- Support identification and documentation of HLP cases requiring follow-up, legal counselling, or referral.

### Staff Code of Conduct

- The staff assumes the duty of humanitarian care and ethical conduct that goes with the responsibilities. By signing a code of conduct, the staff thereby signals responsibilities to uphold its standards of behaviour accordingly.
- A staff must adhere to the guiding principles of Protection from Sexual Exploitation and Abuse and ensure all survivors as further protected from harm.
- Be friendly and welcoming
- Be careful in the words and actions you choose.
- Help create welcoming, inclusive, safe space for people from diverse against others because of their identity (race, gender, sexuality, age, class background. Ability, religion and more)
- Be present
- Have fun and be creative.
- Protect the integrity of the organization.
- Staff must protect Assets and items should be given to the right beneficiaries.

### REQUIREMENTS

- 1. Education:** Diploma in Law, Social Work, Public Administration, Counselling, Development Studies, Gender, or completion of secondary school with 2 years of experience working on protection with displaced or other vulnerable populations.
- 2. Experience:**
  - Experience in working with individuals in vulnerable situations or exposed to HLP risks/threats, including HLP rights violations.
- 3. Additional Requirements:**
  - Excellent interpersonal communication skills and outgoing personality
  - Ability to maintain and respect the confidentiality
  - Respect the code of conduct and policies of IOM
  - Promotes and encourages a culture of compliance and ethics
  - Demonstrated commitment to gender equality and ending marginalization of women and girls
- 4. Languages:**
  - Proficiency of English is required. Ability to speak other local languages is an added advantage.





**Qualified female candidates are encouraged to apply for this role.**

In order to apply for this role please deliver your CV, cover letter and copies of your academic documents, most preferably by email to the address: [southsudan@ctg.org](mailto:southsudan@ctg.org)

Please make sure **the subject of your email states “National HLP Junior Associate – Juba”**, or your application might be overlooked.

### **IMPORTANT REQUEST**

- Kindly avoid naming your CV as *CV*, *Updated CV*, or by Job title or organization name
- For hard copy deliveries kindly include position applied for on the envelope

