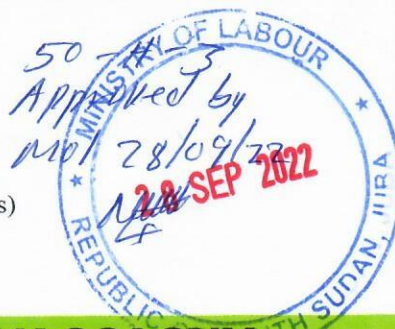


AAH-I South Sudan Country Programme
Hai Gabat, Opp. JIT Supermarket (behind SSD Customs)
Juba Town, Republic of South Sudan



JOB VACCACNY

Action Africa Help International (AAH-I), an African-led non-governmental organization that supports livelihood-challenged communities in East and Southern Africa to sustainably improve their well-being and standard of living. With Country Programmes in South Sudan, Kenya, Somalia, Uganda, Zambia and Ethiopia, AAH-I has over 30 years' experience working with communities in conflict and post-conflict situations, including refugees, internally displaced people and host communities. AAH-I also works with other marginalized communities, including pastoralists and people living in informal urban settlements.

In South Sudan, AAH-I works in Greater Equatoria, Greater Jonglei, Greater Upper Nile and Greater Unity State, with field offices in Juba, Yei, Maridi, Yambio, Mundri, Bor, Wau, Ajong Thok, Maban and Malakal.

AAH-I South Sudan Country Programme is looking to recruit a suitably qualified candidates to fill the vacant position of **Reporting Officer** to be based in **Juba**.

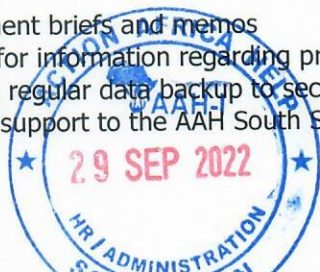
Position:	Reporting Officer
Number of Posts:	01
Reports to:	Project Manager
Staff reporting to this post:	N/A
Liases with:	Department Managers, Area Coordinators
Duty Station:	Juba – CES

Job Summary

The Reporting Officer Supports the project management in collection, analysis of data and preparation of routine operational reports of activities in South Sudan. He carries out monitoring and evaluation of various implemented projects and document success stories for the organization. Contributes to development and implementation of AAH South Sudan communication strategy for efficient external and internal communication.

Duties & Responsibilities

- Being the reporting focal person, ensuring timely collection, collation and analysis of data from the field for use in compiling and submission of project reports.
- Working in close collaboration with project manager, area Coordinators and sector heads to support compilation of routine institutional monthly progress, quarterly, mid-year and annual reports.
- Collect and collate data for the preparation of concept notes, project proposals, case studies and project briefs. Support the writing process through compiling background information, writing sections and editing.
- Supporting the project management in project planning, data management
- Participating in meetings and preparing minutes.
- Reviewing all reporting requirements i.e. routine and ad hoc reporting from the field or as required by Funding Partners. Summarizing information and developing supporting graphics to produce timely reports.
- Preparing regular Management briefs and memos
- Responding to all requests for information regarding projects.
- Maintaining and conducting regular data backup to secure all data
- Providing communicational support to the AAH South Sudan Programme.



- Develop, compile and submit content for posting on the AAH-I Website
- Work with project teams to document case studies, best practices etc on programme/project activities to boost learning and visibility of AAH South Sudan's work
- Develop and disseminate communications products (e.g., publications, articles, videos, press materials, power point presentations, graphics, and briefing materials).
- Support the compiling, writing, editing and production of consolidated country Programme reports.
- Support in the implementation of AAH-I's social media strategy by providing content for posting on Facebook, Twitter and other social networking sites.
- Develop and maintain key media contacts to increase coverage of AAH SS activities and presence in media by preparing and organizing media activities such as news articles, press visits etc.
- Manage AAH SS internal and external events and related communication materials
- Maintain an updated library of media, photos, and related communication materials.
- Maintain auditable project files (both hard and soft copy).
- Any other duties as may be assigned by the line manager from time to time.

Expected Results

- Periodic reports accurate and submitted timely
- Quality communication materials for the visibility of the organization.
- Excellent success stories developed on behalf of the organization
- Reporting skills improved for project staff
- Project files well organized and auditable.



Qualifications

- Maximum of Bachelor's Degree in: Social Sciences, Development studies with specialized trainings on monitoring and evaluation Journalism or relevant area.
- 2 to 3 years' working experience in a related field. That should include reporting and documentation, creative writing and data analysis/Journalism. Should have good mathematical skills Mastery of Microsoft Office packages especially Word, PowerPoint, Publisher and Excel.
- Excellent working knowledge and experience with at least one commonly used, high performing graphics software program, particularly Adobe Photoshop and/or InDesign.
- Experience working with website content management systems.
- Excellent written and oral communication skills in English. Strong multimedia skills including use of audio-visual and projection equipment

Skills and Competencies

- Relevant professional experience in a busy program/office setting is highly desirable.
- Ability to think quickly, effectively to solve problems, handle multiple projects, determine priorities, and meet deadlines under pressure
- Good interpersonal and team skills and ability to thrive in a multi-cultural, dynamic environment
- Ability to maintain confidentiality
- Ability to complete a complex variety of tasks in an organized manner and to quickly change and adapt to new priorities
- Ability to communicate with all levels of staff, orally and in writing
- Computer literate with ability to use Microsoft Office packages & ERP
- Ability to take initiative and work independently

Commitment to and understanding of AAH-I's vision, mission and values as well as AAH South Sudan strategic plan



APPLICATION INSTRUCTIONS

AAH-I is an equal-opportunity employer.

Interested candidates should address their applications to;

- The HR Manager AAHI South Sudan and position clearly indicated on the envelope or email subject line;
- Hard Copy Applications can be hand delivered in sealed envelope at the AAH/UNHCR Logistics Base in Juba Town or submitted via email at recruitss@actionafricahelp.org
- Please submit a complete application (*including Cover letter + CV + 3 referees, and **photocopies** of Nationality ID, Academic certificates & recommendation letters*).

Deadline: All applications must be submitted latest by **18th October 2022 COB (4.00PM)**.

Consideration: Please take note!

- *This position is a National level position*
- *Female candidates are highly encouraged to apply.*
- *Applications without the required attachments will be disregarded!*
- *Due to high volume of applications, only shortlisted candidates will be contacted.*

