

JOB DESCRIPTION

Job Title:	Project Officer – South Sudan
Location:	Juba, Central Equatoria, South Sudan
Reporting to:	CSRF Director
Key Relationships:	CSRF Team, Saferworld Operations and Finance teams
Contract Duration:	Open-ended, dependent on funding
Salary Range	\$ 23,328-\$ 28,414 per annum plus other benefits
Application opening date:	24 January 2019
Application closing date:	25 February 2019

Description of Saferworld and South Sudan programme:

The Conflict Sensitivity Resource Facility (CSRF), funded by the British, Swiss, Dutch, and Canadian donor missions, supports the integration of conflict sensitive principles and practices into donor strategies and donor-funded programming in South Sudan. Conflict sensitivity is a programming approach that emphasises strong contextual analysis and programmatic flexibility to minimise aid's negative consequences and maximise positive impacts. Conflict sensitivity is particularly important in volatile, conflict-affected contexts where inadequate understanding of conflict and political dynamics can lead to donors and implementing partners inadvertently exacerbating the conflict.

The CSRF recently completed a pilot phase, which ran from September 2016 – December 2018, and is now beginning a five-year contract, from January 2019 to December 2023. As part of this transition, we are recruiting for a Project Officer to join the programme. The Project Officer will support the day-to-day design, planning, implementation and reporting for activities undertaken by the CSRF. Such activities are likely to include research and analysis, outreach and events, and capacity building and training events.

The programme is implemented by a consortium of NGOs led by Saferworld. The post-holder will be employed by Saferworld. We are an independent international organisation working to prevent violent conflict and build safer lives. We work with conflict-affected individuals and communities to improve their safety and sense of security. We do this by strengthening the skills of community members to address the drivers of insecurity in collaboration with local authorities, whilst also supporting effective policies and practices through advocacy, research and policy development, and through supporting the actions of others.

Saferworld has been working on and in Sudan and South Sudan since 2002, including on issues of community security, small arms control, and conflict-sensitive development. The programme works with communities, traditional leaders, civil society, and state actors and non-state security providers. The programme also includes peacebuilding and reconciliation activities and an increasing focus on gender and sexual-based violence through our community security work and targeted programme interventions.

Job Purpose:

The Project Officer will support the design, planning, implementation, and reporting of CSRF activities. These activities may include research and analysis, outreach and events, and capacity building and training. The candidate will be based in Juba, and will be required to travel to field locations throughout South Sudan to support programme activities.

Key areas of responsibility:

1. Participate in team meetings and contribute to team planning;
2. Lead on monthly budgeting and forecasting exercises;
3. Support team operational needs in close coordination with the Saferworld Operations Team;
4. Support team events through venue arrangement, material preparation, invitations, and planning;
5. Manage the team's logistical and travel arrangements, including coordination with stakeholders;
6. Represent the CSRF externally as requested;
7. Contribute to reporting and data collection for CSRF learning and reporting exercises;
8. Support financial and programme reporting as requested;
9. Assist in monitoring and evaluation when requested;
10. Support the CSRF's data collection, research and analysis as needed.
11. Manage the CSRF documentation and filing system, including maintaining a photo-library.

Person specification:

- University degree in relevant field.
- Demonstrated project management skills and the ability to analyse and strategise for effective project development.
- A minimum of two years' relevant project management or administrative experience in the humanitarian, development or peacebuilding sectors in South Sudan.
- Ability to analyse and speak to peace and conflict issues in South Sudan.
- Ability to effectively use Microsoft Office, including creating and managing budgets in Excel.
- Ability to work on his/her own, with proven track record of working effectively as part of a team with demonstrated organisational skills.
- Experience and understanding of security management and willingness to undertake training if necessary.
- Fluency in English (written and spoken) and knowledge of at least one South Sudanese language
- Facilitation or training skills, or editing/writing skills would be an advantage.
- Good communication and interpersonal skills and ability to work in a non-partisan manner appreciating cultural and ethnic diversity.
- Energetic and keen to learn and take on new responsibilities; grow within the role.
- Experience with social media and/or writing blogs is useful.
- Experience with conflict sensitivity is useful.
- Commitment to and compliance with Saferworld's safeguarding principles

Terms and conditions

- **Term of contract:** Open depending on the funding and satisfactory performance.
- **Salary Range:** \$ 23,328-\$ 28,414 gross per annum plus other benefits
- **Probation:** 3 months Probation period
- **Social Insurance:** 17% contribution from Saferworld
- Annual Leave: 28 Days a year (January-December) in addition to agreed South Sudan public holidays
- **Medical insurance:** Spouse plus three children.
- **Hours:** Standard working week is 37.5 hours a week.

Application process

Qualified candidates should complete the Saferworld **Job Application Form** and send to jobs@saferworld.org.uk. Please use subject heading **CSRF PO-Juba** or hand deliver to Saferworld head office in UAP-Equatoria Tower, 1st Floor, Wing B. Hai Neem

- ❖ **This vacancy is open to South Sudanese Nationals ONLY**
- ❖ **Female candidates are strongly encouraged to apply**

We regret that only short-listed candidates will be contacted.