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Labour MPDS



Job Title:	Project Assistant (1)
Job Location:	Juba -South Sudan
Reporting to:	TLCCE Project Coordinator
Starting Date:	1 <sup>st</sup> January 2025
Advert starts on:	7 <sup>th</sup> November 2024
Closing date:	27 <sup>th</sup> November 2024

### INTRODUCTION:

ACROSS, is an International Christian based Organisation serving South Sudan since 1972 and has a well-established presence in many parts of the country and other areas in East Africa (Kenya & Uganda) Its long-standing presence, credibility, relationships and committed staff are some of its most valuable assets. ACROSS strives to provide both developmental and humanitarian support (including emergency/relief, rehabilitation and developmental work) to local communities to enable them realize their purpose and value as human beings. The work of ACROSS is guided by its statement of Faith, Vision, Mission and Core Values.

With its Mission of '**Transforming communities in South Sudan and beyond through a Christ -centered holistic Approach**', ACROSS is inviting applications from academically qualified South Sudanese with extensive knowledge, experience and demonstratable skills for the position of **Project Assistant**.

### Main Job Purpose:

The project Assistant will perform program support functions for the American Friends Service Committee (AFSC) funded project: Healing and reconciliation in the Lokirili payam and Rajaf Payam in Juba County and Munuki, Kator and Juba Payams in Juba city, Central Equatoria State (CES), South Sudan. These will include coordination & organization of training and community events monitoring, reporting and administrative services of moderate scope with a flexibility to exercise independent judgement over project activities.

S/he will also provide coordination support on logistics & procurement, reporting, monitoring evaluation and program activities implementation for the Healing and reconciliation Project implemented in Juba county; Rajaf payam, Lokiliri payam and Juba city (Munuki, Kator, and Juba Payams).



## **JOB FUNCTIONS:**

- Provide leadership support to ACROSS TLCCE Project Coordinator.
- Initiate Procurement needs for the Healing and reconciliation project.
- Develop, process and request training budgets.
- Mobilize peace builders and Faith based Organizations, Civil Society Organizations and Community based Organizations to attend trainings and community events.
- Write project activities reports/Success stories and submit to TLCCE Coordinator.
- Coordinate organization and supervision of the delivery of project training community events in the project locations.
- Any other task deemed necessary to deliver quality program delivery for the healing and reconciliation project.
- Carry out any other task delegated by Head of programs or ACROSS Leadership Team.

## **MINIMUM QUALIFICATIONS & EXPERIENCE REQUIRED:**

### **a. Education:**

- Diploma in Project Planning and management or Business Administration.

### **b. Work Experience**

- 2 years of progressive responsible project Planning and management experience, of which at least one (1) year closely related to project activities Implementation in Trauma healing, Peace building and advocacy.
- 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 Peace Trauma Healing, Peace building and Advocacy.
- Excellent written and verbal communication Skills.
- Fluency in oral written English and Oral Arabic Languages is required.



### **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.

Qualified and experienced individuals are encouraged to send to recruitment desk soft copies (in word) of your latest /updated Curriculum Vitae(CV), Copies of Only relevant Academic documents, South Sudan Nationality Certificate or Passport, Cover letter and a Personal written Christian Testimony by email to [recruitment@across-ssd.org](mailto:recruitment@across-ssd.org) as one document with a clear subject heading of the job. You can also deliver hard copies to ACROSS Office in Juba.

**Important to Note:** ACROSS has Zero -tolerance for Sexual Exploitation and Abuse, Harassment and Corruption. Selected candidates will be expected to abide and adhere to ACROSS' Code of Conduct both in their professional and private life. Background and reference checks for the selected candidate will be equally carried out. Misrepresentation of information provided during the recruitment process may lead to disqualification.

- Applications without a **strong and clear personal written Christian Testimony** (Not a letter from the church) **will not be considered.**
- This position is a junior position and preference will be given to a **qualified and experienced Individual.**
- **Only shortlisted** applicants will be reached for further engagements.
- **Application documents once received are NOT Returnable.**



**GOOD LUCK!**