

**DESIRABLE QUALIFICATIONS AND EXPERIENCE:**

- Professional working experience in South Sudan, especially in Jonglei, would be an advantage;
- Experience with participatory extension approaches;
- Experience with microcredit or savings schemes for women;
- Knowledge of agriculture and rural development policy environment ;
- Strong survey, M&E and research capacities ;
- Familiarity with adult learning principles/techniques and demonstrated ability to design and facilitate learning opportunities for adults.

Application letters and CVs together with the names of three professional referees, should reach the undersigned not later than **Tuesday 27<sup>th</sup> September, 2011**. Only short-listed candidates will be contacted.

**Human Resources Manager**

Catholic Relief Services –

Southern Sudan program, Juba Office

OR by E-mail to: [jobapps@crssudan.org](mailto:jobapps@crssudan.org)

**CRS Sudan Program is an equal-opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.**



These guidelines should be based on practical knowledge of social and cultural norms for men's and women's work in each of the regions where the Jonglei Food Security Program is implemented.

- Establish effective working relationships with the key ministries for Jonglei Food Security Program in Jonglei. Support existing government policies and initiatives to increase women's recruitment into key positions. Develop activities in Jonglei Food Security Program to build the capacity of male and female extension staff and other professionals. Ensure appropriate gender balance in consortium technical and outreach staff.
- Support the design and implementation of activities which reduce women's workloads in cultivation, such as crop management techniques which reduce weeding and land preparation.
- Pilot and scale out as appropriate initiatives that increase the efficiency of women's tasks such as the CRS Community Mothers System to enable women with young children to share and childcare with other mother on a rotating basis.
- Design and support implementation and monitoring of initiatives to reduce travelling time and burden carrying by women and girls of raw materials for building and fuel.
- Design and pilot approaches that will address barriers to formal training and recruitment for women as agricultural and livestock extension staff, including off line e-learning, local internships etc.
- Work with the consortium's Savings & Lending technical advisor to create opportunities for women's participation in savings and credit schemes supported by Jonglei Food Security Program.
- Represent CRS and JFSP at relevant meetings and inter-agency working groups on livelihoods and gender in Jonglei State.
- As a management member of a multi-disciplinary livelihoods team, the Gender Technical Advisor will provide appropriate and timely input to other technical sectors in order to achieve overall project objectives.

#### **ESSENTIAL QUALIFICATIONS AND EXPERIENCE:**

- Graduate degree from a recognized university in a development or livelihoods related field with a gender focus;
- Sound management skills, including a minimum of three years project management experience at field level in an international post- conflict setting, preferably in Africa;
- At least 3 years professional experience at field level of programming in gender integration and livelihoods.
- Demonstrated ability to work closely and effectively with government structures in a developing country context;
- Strong training and capacity building capacities;
- Strong team working and influencing skills;
- Skill in a diversity of partnerships, NGOs, research and government ;
- Strong cross-cultural skills and a demonstrated ability to influence change without direct authority and to work successfully both with farmers/herders and professionals;
- Excellent communication skills, both oral and written, in English
- Strong representational, interpersonal and diplomatic skills.

GOSS  
DEPARTMENT OF LABOUR  
DIRECTOR OF PUBLIC SERVICE  
HUMAN RESOURCE DEV.  
JUBA

*Approved*  
*[Signature]*





### South Sudan Program

#### **JOB OPPORTUNITIES – GENDER TECHNICAL ADVISOR.**

Catholic Relief Services is a global non-governmental Christian humanitarian and development organization with a special focus serving the needs of disadvantaged populations to ensure that the dignity of the human person is maintained regardless of race, religion, gender or color. Catholic Relief Service South Sudan Program wishes to recruit highly competent, proactive and self-driven persons (**South Sudanese National only**) to fill the following positions, to be based in **Bor Jonglei State, South Sudan.**

#### **PURPOSE OF THE POSITION:**

The Gender Technical Advisor will oversee all aspects of the consortium's integration of gender. Over 80% of farmers are women but most extension staff are men. In some areas over half of the market traders are women but they lack savings and credit opportunities. S/he will lead gender and barrier analysis, develop and implement strategies to ensure that program interventions optimize opportunities for female participation and incorporate labor saving activities for women and girls. S/he will ensure gender equality in all consortium interventions and equality of access to capacity building and formal training opportunities at all levels from household up to state government ministry. S/he will provide training and capacity building to all consortium member staff and to stakeholders and partners on gender integration. S/he will monitor consortium performance and document lessons learned. The post is a member of the Livelihoods and Agriculture team and reports to the Agriculture Technical Team Leader.

#### **KEY RESPONSIBILITIES**

- . Work with other Jonglei Food Security Program technical advisors to design and implement gender-responsive programming and measurable indicators applicable across the consortium. Develop processes that enable staff to monitor performance and achievement of targets and standards;
- Provide technical assistance to other consortium partners and the main government stakeholders at state, county and lower levels of administration on practical initiatives and intervention to increase female participation in livelihoods activities supported by Jonglei Food Security Program
- Develop team capacity by designing and implementing training in gender analysis and planning.
- Design and undertake gender and barrier analysis for the consortium as a whole and its main stakeholders. Ensure that JFSP program activities are designed on the basis of an understanding of different male and female roles in agricultural/pastoralist production and income generation to ensure that program activities do not reinforce gendered power imbalances.
- Develop practical guidelines for all technical program teams on gender issues to be considered in each of the program locations of the Jonglei Food Security Program.

*Approved*  
DEPARTMENT OF LABOUR  
DIRECTOR OF PUBLIC SERVICE  
& HUMAN RESOURCE DEV.

- Provide training to all drivers on security issues related to driving and vehicle maintenance. Monitor and report on adherence to Chief of Party.
- Train all support staff (security guards, cooks, cleaners etc.) on security protocols and monitor compliance

**ESSENTIAL QUALIFICATIONS AND EXPERIENCE:**

- At least 8 years professional work in a security related sector;
- Excellent English language competencies, both spoken and written;
- Good presentational and representational skills;
- Capacity to plan tasks, set timelines and meet deadlines for deliverables;
- Experience of security assessments and setting up new offices in remote field locations;
- Close familiarity with the security and operational environment of Jonglei State;
- Professional work experience in an international organization, either private sector or not for profit.

**DESIRABLE QUALIFICATIONS AND EXPERIENCE:**

- First degree in a development related subject is preferred;
- Previous professional experience in livelihoods programming would be an advantage.
- Technical knowledge of radio and other security communications systems would be an advantage

Application letters and CVs together with the names of three professional referees, should reach the undersigned not later than **Tuesday 27<sup>th</sup> September, 2011**. Only short-listed candidates will be contacted.

**Human Resources Manager**

Catholic Relief Services –  
Southern Sudan program, Juba Office  
OR by E-mail to: [jobapps@crssudan.org](mailto:jobapps@crssudan.org)

**CRS Sudan Program is an equal-opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.**

GOSS  
DEPARTMENT OF LABOUR  
DIRECT. OF PUBLIC SERVICE  
& HUMAN RESOURCE DEV.

*Approved*

*[Signature]*





### South Sudan Program

#### **JOB OPPORTUNITIES - SECURITY OFFICER.**

Catholic Relief Services is a global non-governmental Christian humanitarian and development organization with a special focus serving the needs of disadvantaged populations to ensure that the dignity of the human person is maintained regardless of race, religion, gender or color. Catholic Relief Service South Sudan Program wishes to recruit highly competent, proactive and self-driven persons (**South Sudanese National only**) to fill the following positions, to be based in **Bor Jonglei State, South Sudan.**

#### **PURPOSE OF THE POSITION:**

The post holder will be required to make working visits to CRS's and consortium partners' field locations in Jonglei State and also to Juba. The Security Officer will develop effective communication and coordination with the Security Officer for CRS based in Juba and the Regional Technical Advisor based in CRS in Nairobi, as required.

#### **KEY RESPONSIBILITIES:**

- The Security Officer will work under the direction of the supervisor; lead on all matters related to security and safety of personnel, assets and plant in the Jonglei Food Security Program.
- Ensure staff compliance with agency staff safety and security policies and protocols, including: country-level field security plans updated at least annually; staff/visitors receive appropriate orientation and training for assigned posts.
- Remain continuously informed of the security situation in Jonglei State.
- Develop a security action plan for reinforcement of security measures at the CRS offices in 4 locations and coordinate closely with other agencies in the areas.
- Provide facilitation for Jonglei Food Security Program staff to meet with key stakeholders, government and traditional leaders in the set up of sites and program activities; Cultivate personal and official sources of information, news and analysis on safety and security trends in the Jonglei region
- Represent CRS and Jonglei Food Security Program with UN and other INGOs in Jonglei in all applicable forums.

*Handwritten signature:* Amy Saville  
*Handwritten signature:* [illegible]  
**GOSS  
DEPARTMENT OF LABOUR  
DIRECT. OF PUBLIC SERVICE  
& HUMAN RESOURCE DEV.  
JUBA**



### **JOB OPPORTUNITIES - EARLY WARNING EARLY RESPONSE (EWER) PROGRAM MANAGER**

Catholic Relief Services is a global non-governmental Christian humanitarian and development organization with a special focus serving the needs of disadvantaged populations to ensure that the dignity of the human person is maintained regardless of race, religion, gender or color. Catholic Relief Service South Sudan Program wishes to recruit highly competent, proactive and self-driven persons (**South Sudanese National only**) to fill the following positions, to be based in **Bor Jonglei State, South Sudan**.

### **PURPOSE OF THE POSITION:**

The post holder is responsible for leading and organizing all the activities and personnel within the Early Warning Early Response component of the program in all the field locations. The post will coordinate closely with the Food for Asset Program Manager and Operations & Logistics Manager to support communities in projects to improve their resilience to shocks that impact on their food security. The post holder will work closely with government at all levels of the State and with communities to put in place a model for Early Warning Early Response piloted by CRS in two other states in South Sudan in order to strengthen community reliance and enhance food security

### **KEY RESPONSIBILITIES**

- Identify recruit and train the Early Warning Early Response technical team in Bor and 3 CRS field offices at county level in Jonglei State;
- Lead and manage the Early Warning Early Response program and teams for all 8 field offices, with CRS and consortium partners;
- Ensure that CRS staff and partners receive the necessary training and technical assistance to achieve program objectives
- Establish and develop linkages between research, university education and extension departments to share lessons learned/best practices with institutions in Jonglei and the region.
- Support the development of boma level DRR planning, emergency contingency procedures, impact mitigation measures and implementation plans to reduce risks contributing to food insecurity;
- Support communities using the Food For Asset mechanism in the development of adaptation and mitigation measures identified in DRR planning process;
- Work with the State Government and project staff and communities to develop an implementation plan and review system for Early Warning Early Response at community and State levels;
- As a member of the management in a multi-disciplinary livelihoods team, provide appropriate and timely input to other technical sectors in order to achieve overall project objectives.

*Approved*  
*[Signature]*

GOSS  
DEPARTMENT OF LABOUR  
DIRECT. OF PUBLIC SERVICE  
& HUMAN RESOURCE DEV.  
JONGLEI STATE





### South Sudan Program

#### **JOB OPPORTUNITIES- SAVINGS AND INTERNAL LENDING COMMUNITY PROGRAM MANAGER**

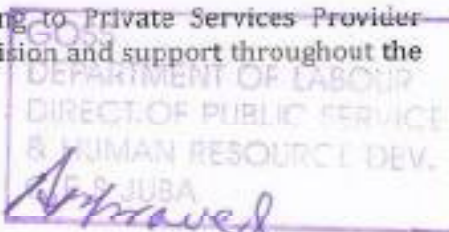
Catholic Relief Services is a global non-governmental Christian humanitarian and development organization with a special focus serving the needs of disadvantaged populations to ensure that the dignity of the human person is maintained regardless of race, religion, gender or color. Catholic Relief Service South Sudan Program wishes to recruit highly competent, proactive and self-driven persons (**South Sudanese National only**) to fill the following positions, to be based in **Bor Jonglei State, South Sudan**.

#### **PURPOSE OF THE POSITION:**

The SILC Manager will design and manage all aspects of the consortium's savings and lending programming using the Private Service Provider model. S/he will plan and implement strategies to ensure that target households under Jonglei Food Security Program have increased access to financial services through Saving Internal Lending Community along with creation of a savings and lending culture.

#### **KEY RESPONSIBILITIES**

- Work with other Jonglei Food Security Program technical advisors to design, plan and implement a Saving Internal Lending Community program with the necessary support structures for mobilization, group formation, savings, lending and loan recovery using the Saving Internal Lending Community methodology and Private Service Provider model.
- Participate in the setting of targets and indicators for Saving Internal Lending Community programs. Develop the processes and provide the training required to enable field staff to monitor performance and achievement of targets and standards.
- Manage and provide effective leadership and oversight to the activities of the Saving Internal Lending Community team at the county level field offices of the consortium where Saving Internal Lending Community will be implemented. Develop team capacity by designing and implementing training and providing ongoing mentoring and capacity building.
- Provide technical assistance to other consortium partners and advocacy and training to the main government stakeholders at state, county and lower levels of administration where the Saving Internal Lending Community program is to be implemented under Jonglei Food Security Program.
- Assist in the identification of communities or producer groups for initiation of Saving Internal Lending Community groups.
- Recruit Field Agents and Supervisors according to Private Services Provider requirements and provide their training, supervision and support throughout the projects.



- Understanding the necessity of a clean environment for the office and familiarity with preparation of clean working condition
- Integrity and honesty in performing the daily assigned responsibilities.

Application letters and CVs together with the names of three professional referees, should reach the undersigned not later than **Wednesday 28<sup>th</sup> September, 2011**. Only short-listed candidates will be contacted.

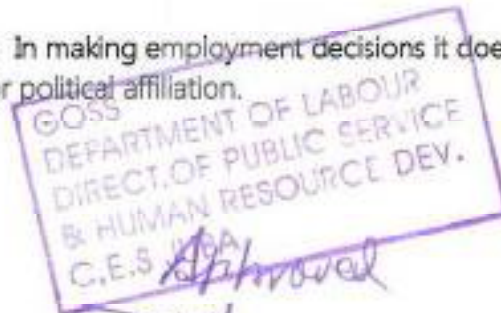
**Human Resources Manager**

Catholic Relief Services –

Southern Sudan program, Juba Office

OR by E-mail to: [jobapps@crssudan.org](mailto:jobapps@crssudan.org)

CRS Sudan Program is an equal-opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.







### South Sudan Program

#### JOB OPPORTUNITIES – GUEST HOUSE CLEANERS (TWO POSITIONS)

Catholic Relief Services is a global non-governmental Christian humanitarian and development organization with a special focus serving the needs of disadvantaged populations to ensure that the dignity of the human person is maintained regardless of race, religion, gender or color. Catholic Relief Service South Sudan Program wishes to recruit highly competent, proactive and self-driven persons (**Sudanese National only**) to fill the following positions to be based in Juba office.

#### PURPOSE OF THE POSITIONS

The Guest House Cleaners will be responsible for the day-to-day cleaning and tidiness of the agency Guest House Facilities.

#### KEY RESPONSIBILITIES

- Cleaning the Guest rooms including vacuum cleaning, desks, windows, windows net, toilet and other office equipments
- Ensure to response to the staff members in case of any needs related to the job;
- Clean Guest equipments utilized. This includes but not limited s and flasks.
- Keep Guest room floors, surfaces, and furniture, walls, doors, and windows, carpets cleaned and hygienic.
- Clean toilets and to put in the toilets the toilet rolls, soaps, washing liquid and towel when required.
- Make sure hot water is always ready for use in time. This will require frequent checking of flasks and coffee flasks.
- Prepare and organize tea water for meetings, workshops and other occasions when need arises.
- Make sure clothes for the team living in the guest house are always washed and ironed.
- Fill frigs in the guest house with water and make sure fruits in the frig are always are in good conditions.
- Responsible for his/her personal cleanness/hygiene.

#### Minimum Qualifications/Experience

- Primary leaving certificate/secondary
- 1-2 years of experience preferably with NGO
- Excellent communication skills in Arabic oral and at least basic understanding English language is desirable
- Hard working and excellent interpersonal skills.

*Aty*  
*Cheloy*  
GROSS  
DEPARTMENT OF LABOR  
DIRECT. OF PUBLIC SER  
& HUMAN RESOURCE  
JUBA

- Understanding the necessity of a clean environment for the office and familiarity with preparation of clean working condition
- Integrity and honesty in performing the daily assigned responsibilities.

Application letters and CVs together with the names of three professional referees, should reach the undersigned not later than **Wednesday 28<sup>th</sup> September, 2011**. Only short-listed candidates will be contacted.

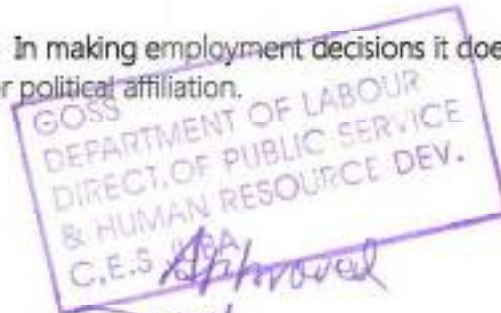
**Human Resources Manager**

Catholic Relief Services –

Southern Sudan program, Juba Office

OR by E-mail to: [jobapps@crssudan.org](mailto:jobapps@crssudan.org)

CRS Sudan Program is an equal-opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.







### South Sudan Program

#### JOB OPPORTUNITIES – GUEST HOUSE CLEANERS (TWO POSITIONS)

Catholic Relief Services is a global non-governmental Christian humanitarian and development organization with a special focus serving the needs of disadvantaged populations to ensure that the dignity of the human person is maintained regardless of race, religion, gender or color. Catholic Relief Service South Sudan Program wishes to recruit highly competent, proactive and self-driven persons (**Sudanese National only**) to fill the following positions to be based in Juba office.

#### PURPOSE OF THE POSITIONS

The Guest House Cleaners will be responsible for the day-to-day cleaning and tidiness of the agency Guest House Facilities.

#### KEY RESPONSIBILITIES

- Cleaning the Guest rooms including vacuum cleaning, desks, windows, windows net, toilet and other office equipments
- Ensure to response to the staff members in case of any needs related to the job;
- Clean Guest equipments utilized. This includes but not limited s and flasks.
- Keep Guest room floors, surfaces, and furniture, walls, doors, and windows, carpets cleaned and hygienic.
- Clean toilets and to put in the toilets the toilet rolls, soaps, washing liquid and towel when required.
- Make sure hot water is always ready for use in time. This will require frequent checking of flasks and coffee flasks.
- Prepare and organize tea water for meetings, workshops and other occasions when need arises.
- Make sure clothes for the team living in the guest house are always washed and ironed.
- Fill frigs in the guest house with water and make sure fruits in the frig are always are in good conditions.
- Responsible for his/her personal cleanness/hygiene.

#### Minimum Qualifications/Experience

- Primary leaving certificate/secondary
- 1-2 years of experience preferably with NGO
- Excellent communication skills in Arabic oral and at least basic understanding English language is desirable
- Hard working and excellent interpersonal skills.

*Atchmed*  
*Chibey*  
GOSS  
DEPARTMENT OF LABOR  
DIRECTOR OF PUBLIC SER  
& HUMAN RESOURCE  
JUBA