



Rift Valley Institute
Job Description
Programme Officer - South Sudan

GENERAL

Title

Programme Officer – South Sudan

Employment type

Full-time

Duration

1 year contract, with three-month probation period and the possibility of a permanent contract to follow, at the end of the year, subject to funding.

Provisional Start date

December 2017

Location

Juba, South Sudan, with the possibility of travel within South Sudan and in Eastern and Central Africa.

Reports to

RVI South Sudan Programme Manager

SUMMARY

The Rift Valley Institute (RVI), working in Eastern and Central Africa, seeks an enterprising and resilient programme officer for our office in Juba, South Sudan. The Programme Officer will be involved in administration of the Juba office, supporting project implementation, and the development of new short and long-term projects. You will be working closely with a small team in the RVI Juba office, and staff in partner organisations and government institutions including from the Local Government Board and the Ministry of Culture, Youth and Sports, and local partner organizations, with remote support from the RVI Nairobi and London offices. You will be working under pressure and to deadlines in a frequently challenging environment.

BACKGROUND

About the Rift Valley Institute (RVI)

The Rift Valley Institute (www.riftvalley.net) is a small, expanding, independent non-profit organization specializing in Eastern and Central Africa. The Institute works at the interface between research, policy and education, with the aim of advancing useful knowledge of the region and its diverse communities and bringing a better understanding of local realities to bear on social and political action. RVI activities are designed to have long-term impact – to shape aid interventions, expand space for public participation in policy, support local research capacity, preserve communal histories, promote social justice and extend freedom of information.

The Institute's programmes include action-oriented research, field-based training, public information, collaboration with research and educational institutions in the region, conservation and digitization of archives, distance learning initiatives and open-access publishing of a wide range of technical, general and literary work. There are RVI offices in the UK (London), in Kenya (Nairobi) and in South Sudan (Juba). The Institute is registered as a charity in England and Wales.

JOB OVERVIEW

The purpose of this position is to provide hands-on administration and management support to RVI's ongoing programmes in South Sudan, and to work with the RVI staff in South Sudan, and in other offices, to develop new projects where possible in line with RVI's aims as an organisation. The RVI seeks a candidate with experience in administration and programme implementation. A strong interest in research and training is an asset, with a strong interest in developing the skills necessary for archive work and a commitment to expanding access to public information. The successful candidate must be willing to work long-hours and work to deadline in challenging conditions.

Specifically the position involves the following:

Juba Office Administration

- Day-to-day administration of the RVI Juba office – including procuring of office equipment and refreshments for the office and supervising the RVI driver(s) and car under guidance from the Programme Manager.
- Financial management of the office: responsibility for office petty cash, petty cash accounts, and financial records.
- Organisation of working visits to South Sudan by RVI staff and Fellows – including hotel bookings, transport and diary management.
- Logistics, including flight bookings, for yourself, and for consultants and RVI staff and Fellows.
- Maintaining the RVI's basic asset register and office inventory in Juba.
- Maintenance of office equipment.
- Ensuring the RVI Juba office is kept in an orderly and tidy fashion.
- Monitoring security environment and ensuring RVI security procedures are up-to-date.
- Administering legal and financial matters for RVI Juba office, related to registration and taxation, under guidance from the Programme Manager.

Project implementation and development

- General operational support for RVI's current South Sudan projects, including particularly the South Sudan Customary Authorities project, the National Archives project and any future projects.
- Support the Programme Manager in writing project activity updates for the RVI website to raise visibility of RVI's work in South Sudan.
- Work in close collaboration with the Programme Manager to develop and expand new and existing projects.

Reporting and knowledge management

- Submission of weekly and/or monthly narrative reports on the RVI Juba office and its activities.
- Submission of financial accounts at the end of each month to the Nairobi finance team.
- Input to RVI contact database of up-to-date contact details for individuals and organizations.
- Supporting the programme manager in preparation of donor reports.

CHANGES IN THIS JOB DESCRIPTION

These are the normal duties that the RVI requires from you at the date of your appointment. However, it may be necessary for changes to be made to this job description in accordance with the needs of the job and the organisation. Existing duties may be changed and new duties may be added. Any changes will be made in consultation with you.

REQUIREMENTS AND HOW TO APPLY**Required experience and abilities**

- Knowledge of political, social, economic and development issues in South Sudan and the wider Eastern and Central African region.
- Fluency in spoken and written English and Juba Arabic.
- Demonstrable computer skills, specifically MS Office (Word and Excel).
- Experience in administering and implementing projects.
- Experience in managing petty cash and day-to-day office finances.
- Resourcefulness and ability to work independently.
- Experience of working in small-to-medium teams in an inter-cultural context.
- Proven interpersonal skills and ability to work in difficult situations.

Desired experience and qualifications

- Experience using and/or working in physical archives or maintaining digital libraries.
- Experience in working with researchers / implementing research projects.
- Experience in organising (and facilitating) trainings, meetings and public events.
- Experience in South Sudan and/or elsewhere in the region.

How to apply

To apply, please complete the application form here <http://riftvalley.net/employment/programme-officer-south-sudan> submitting your CV and a cover letter explaining your suitability for, and interest in, the position. The deadline for applications is 17:00 GMT on 24 November 2017 but interviews will be conducted on a rolling basis. Only applicants invited for interview will be contacted. For further information see www.riftvalley.net or write to anna.rowett@riftvalley.net.

The Rift Valley Institute is an equal opportunities employer.