UNITED NATIONS CHILDREN'S FUND
South Sudan Country Office

If you are **South Sudanese National** who is passionate and committed professional and want to make a lasting difference for children, the world's leading children's rights organization would like to hear from you. The following vacancies have arisen in UNICEF South Sudan, as indicated below:

VA No.	POST TITLE/No	LEVEL	DUTY STATION	CONT. STATUS	CLOSING DATE
VA/2016/03/01	Monitoring & Evaluation Specialist	NO-C	Juba	Fixed-Term	1st April 2016

Purpose of the post

Under the general guidance of the PME Specialist, to assist in the establishment and maintenance of a monitoring and evaluation tools for the UNICEF and Government of South Sudan's country programme, which enhance partnership between the UNCT, government and other key players to collectively track progress on the Sustainable Development Goals (SDGs) and other international commitment for children.

Major Duties and Responsibilities

- Ensure that the Country Office and national partners use a well-prioritised and realistic plan of research, monitoring and evaluation activities that will provide the most relevant and strategic information to manage the Country Programme, including tracking and assessing UNICEF's distinct contribution in the development and humanitarian responses.
- Ensure that the Country Office and national partners have timely and accurate measurement of change in conditions in the country or region, including monitoring of socio-economic trends and the country's wider policy, economic or institutional context, to facilitate planning and to draw conclusions about the impact of programmes or policies.
- Ensure that the Country Office has quality information to assess progress towards expected results established in annual work plans and humanitarian response plan. Provide support to Sections and partners to ensure that monitoring systems are properly designed, and that data collection and analysis from field visits are coordinated and standardised across programmes to feed into to programme performance monitoring including the humanitarian response.
- Contribute to the quality design and implementation of UNICEF-supported evaluations and ensure that the results are disseminated in a timely fashion to stakeholders in order to improve programme performance and contribute to wider learning; Technically support programme partners to formulate Terms of Reference and evaluation designs of high quality in consultation with the regional office; Monitor and ensure that a management response to the findings and recommendations of the evaluation is completed, and uploaded to the Evaluation portal.
- Ensure that the monitoring and evaluation capacities of Country Office staff and national partners – government and civil society – are strengthened enabling them to increasingly engage in and lead monitoring and evaluation processes.

Minimum qualifications & experience required.

Advanced university degree (*) in Social Sciences, Demography, Development Planning, Statistics or a related technical field. (*) A first level university degree with a relevant combination of academic qualifications and experiences may be accepted in lieu of the advanced university degree.

Work Experience: Five years of progressively responsible professional work experience at national and international levels in programme planning, monitoring and evaluation, particularly within UN environment.

Language requirement: Fluency in English and local working language of the duty station required. Knowledge of other UN language an asset.

VA No.	POST TITLE/No	LEVEL	DUTY STATION	CONT. STATUS	CLOSING DATE
VA/2016/03/02	Programme Officer	NO-B	Yambio	Fixed-Term	1st April 2016

Purpose of the post

Under the general supervision of Chief of Field Operations, manage overall coordination/supervision of the total programme commitment of a small size hub-office with a broad range of projects, including programme/project formulation, design, planning and management with strategic focus on achievement of UNICEF's Organizational priorities.

Major Duties and Responsibilities

- Provide professional technical assistance in the preparation of the Situation Analysis for programme development and management by collecting and analyzing data and monitoring implementation progress. Contribute to the identification of critical intervention points and measures by administering a consistent and transparent monitoring system; analyse country level socio-political-economic trends and their implications for ongoing programmes and projects. Draft or prepare programme work plans as required.
- Contribute to country programmes by supporting knowledge management through providing professional assistance in data collection and analysis, complete and accurate reporting as well as participation in the Programme Knowledge Network system of "lessons learned" and other corporate-level databases.

- Monitors programme implementation progress and compliance. Monitors the allocation and disbursement of programme funds, making sure that funds are properly coordinated, monitored and liquidated. Takes appropriate recommendations or actions to optimize use of programme funds.
- Undertakes field visits to monitor and assess programme implementation and decides on required corrective action.
- Provide government authorities with technical assistance and supports in planning and organizing training programmes for the purpose of capacity building and programme sustainability.
- Analyze programme related issues and policies from a children's and women's rights perspective and advocacy at the community and family levels for elevating credibility in national policy debates. Promote the organization goals of UNICEF through active advocacy and communication.
- Facilitate partnership and collaboration with internal and external counterparts, including those of the UN and national partners, in order to improve the ability to collect and disseminate development data and information, exchange information on programme/project status and implementation and movement/distribution of supplies.

Minimum qualifications & experience required.

- University degree in Social Sciences, International Relations, Government, Public Administration, Public Policy, Social Policy, Social Development, Community Development, or other relevant disciplines, with specialized training in conflict resolution.
- Two years of progressively responsible professional work experience in the UN or other international development organization, national government or the private sector. Field work experience.

VA No.	POST TITLE/No	LEVEL	DUTY STATION	CONT. STATUS	CLOSING DATE
VA/2016/03/03	Supply Officer (Contracting)	NO-B	Juba	Fixed-Term	1st April 2016

Purpose of the post

Under the direct supervision of Contracts Specialist, the incumbent administers the supply and contracting operations ofUNICEF South Sudan, requiring basic professional technical expertise in support of operations and programme objectives. Responsible for effective planning, contracting, procurement, and distribution- UNICEF's supplies, in support of the Country Programmes and operations. Responsible also for generating and analysing data related to the supply chain management for decision making. Contribute to the ccollaboration with all other UN agencies to accelerate implementation of the Harmonized Business practices for supply and logistic initiatives in line within Reform/coherence.

Major Duties and Responsibilities

Provide rapid and relevant assistance and support to evolving supply needs and situations facing children and families, including emergency situations, with a priority on achieving value for money.

Support logistics/supply planning through coordination with Operations/Programme Sections. Provides technical support in preparation of appropriate documents, and input on specifications and supply and logistics arrangements, facilitating cost-effective efficient procurement of goods and services, clearance, storage and distribution of supplies and equipment to project sites, in support of the country programme implementation. Assist in the Country Programme strategy planning review to recommend on supply requirements and to provide support in the preparation of Plan of Operations and Plans of Action. Assist in the implementation of supply/logistics component of the Country Programme, including systems for storage and distribution of supplies to all project sites.

Implement sound, accurate supply/logistics management systems, procedures and documentation as well as regular, accurate reporting to maintain the highest level of integrity, standards and accountability., Maintain effective working relations and contact with the Supply Division, Copenhagen, to confer on supply procurement and shipping policies and procedures. Advise the country office on policies and procedures impacting on offshore and local procurement and delivery. Act as secretary and adviser to the CRC. . Contribute to the negotiation of standby agreements with relevant private business companies for country offices effective local procurement of supplies as well as for fielding of supply assistance to projects sites/End users

Supervise the staff in preparation of appropriate documentation: cash and supply requisitions, purchase orders, CRC submissions etc. Participate in the preparation/compilation of the supply status reports required for donor reports, budget reviews, programme analysis, annual reports, appeals, etc. **Support UNICEF as well as Government capacity-building in order to enhance efficient, effective and timely supply delivery,** Plan, design and conduct training for UNICEF's staff/consultants and counterparts in supply management and contracting of services.. Assists in the identification of training needs and plan training activities in supply administration for UNICEF's staff/consultants and counterparts, to improve supply delivery and contracting of services.

Conduct and monitor effective procurement, local, regional and/or offshore, and contracting of services with a goal to attain lowest cost without sacrificing quality as applicable. Undertake field visits to project sites and monitor inventory and supply inputs. Conduct local procurement through issuance of tenders, bid adjudication and contract management Identify and recommend potential local suppliers and service providers. Maintain data on and evaluate local supply sources' overall performance, (competitive pricing,

product quality, timely delivery and contract management). Assess supply operations and control mechanisms and propose appropriate actions. Monitor progress of offshore and/or regional procurement and service contracting through regular contacts with the Action Office(s).

Communicate and report quality issues with respect to supplies and/or service contracts/agreements.

Collaboration and Partnership, Coordinate with the Programme Section on supply planning, providing technical support on procurement specifications, review of Terms of References for service contracts and supply administration as well as providing advice on supply requirements in the development of the supply and contracting component of the Country Programme. Provide advice to the Country Office, Government and implementing partners on offshore and/or local procurement and contracting policies and procedures, delivery and utilization of UNICEF supplies and equipment; coordinate with the Supply Division, Copenhagen, on supply policy and/or activities. Team with the Programme Section and other members of the Operations Section to facilitate procurement and service contracting as well as efficient delivery of supplies and completion of service contracts. Maintain partnership and collaborative relations with UNICEF, Government, UN, and bilateral counterparts in supply and contracting activities, including end-user monitoring of supply inputs and service contracting deliverables.

Minimum qualifications & experience required.

University degree in Business Administration, Management, International Economics, Engineering, International Development, Contract/commercial Law or in directly related areas of specialization, including credited courses in supply, purchasing or contracting. Or, a recognized qualification in procurement and contracting.

Educational qualification in relevant areas (contract management, supply change management, etc.)

Two to Four years of relevant professional work experience in procurement and contracting of services. Both national and international work experience in supply, purchasing, contracting and administration and/or other related fields. Work experience in emergency duty station.

Remuneration: An attractive package will be applicable at the UN salary scale including social security benefits.

VA No.	POST TITLE/No	LEVEL	DUTY STATION	CONT. STATUS	CLOSING DATE
VA/2016/03/04	Senior Human Resources Assistant (Field Support)	GS-7	Juba	Fixed-Term	1st April 2016

Purpose of the post

Under the overall supervision of the Human Resources Officer, assists in the day to day administrative and HR management of the office and provision of human resources administrative support to the Field Offices.

Major Duties and Responsibilities

- Under close guidance from HR Officer, administrative focal point for CO HRIS for national staff. SAP database maintenance and updating all HRIS records as appropriate. Administrative lead for PAFs and related recording, issuing letters and ensuring all administrative and legal requirements for employment records are maintained accurately and in a timely manner. Managing entry medicals, drafting offer letters, appointment letters and sending regret letters). Payroll administration lead for HR in Cost Distribution for cross-sectoral salaries.
- Coordinate aspects of the recruitment and selection process for locally recruited staff (including advertising, short-listing, coordinating recruitment panels, administering technical tests, interviewing as required, compile supporting documents for review by the Selection Panel and Central Review Body and prepare minutes for SAP/CRB proceedings, sending documents to ESARO for review ie for National Officer post. Assist in the review of appropriateness of job descriptions according to UNICEF rules and regulations. JCP focal point for GS posts.
- Advise and inform staff on the correct application and interpretation of UN/UNICEF personnel rules, regulations, procedures and policies in liaison with Human Resources Officer and advise staff on issues to do with entitlements for the different categories of staff. Liaison with Cigna on MIP related issues and facilitate reimbursements to staff and payments to service providers.
- Represent HR in Emergency Coordination Group meetings and lead on all HR related action points. Monitor staff relations and HR issues and keep HR Manager informed. Participate and act as resource person to staff/management bodies such as SAP and CRB as required and provide administrative support and guidance on systems and procedures.
- Provide briefing and orientation to newly recruited nationally recruited staff members and ensure completion of all personnel forms including enrolment into Medical Insurance Plan and UNJSPF.

Minimum qualifications & experience required

Completion of Secondary School Education. First university degree in any course under Management Science or Social Sciences is an advantage. Relevant training in Admin/Human Resources management is desirable.

• Minimum of Seven years' experience in the Admin/HR work, which should have provided a good knowledge of human resources practices and procedures. Experience in the UN field of personnel/human resources is desired
• Fluency in spoken and written English; Knowledge of local languages of South Sudan.

VA No.	POST TITLE/No	LEVEL	DUTY STATION	CONT. STATUS	CLOSING DATE
VA/2016/03/05	Programme Assistant	GS-5	Juba	Fixed-Term	1st April 2016

Purpose of the post

Under close supervision and technical guidance of the Chief of WASH, collects information, maintains records and prepares documentation and correspondence pertaining to programme activities.

Major Duties and Responsibilities

- Collects data and other information on development and/or subject-matter activities of the country or area.
- Maintains, logs, files and updates records in prescribed format for subsequent use.
- Processes and examines the information and data in accordance with instructions received, making necessary abstracts and computations.
- Maintains and keeps current registers and control plans on the status of projects at the formulation, implementation and operational stages.
- Prepares background material, working papers and tables for briefing and review sessions. .
- Summarizes information reflecting current obligations and future programme and/or budgetary implications, including drafting of FCs in the SAP, and drafting of TAs. May be required to carry out specific administrative operational/control tasks for project/programme activities.
- Summarizes information reflecting current obligations and future programme and/or budgetary implications.
- May be required to carry out specific operational/control tasks for programme/project implementation.

Minimum qualifications & experience required

- Completion of secondary education, preferably supplemented by technical or University courses in field related to the work of the organization.
- Five years of progressively responsible clerical or administrative work, of which at least one year is closely related to support of programme activities.
- Ability to speak, write and understand English. Ability to speak and understand Arabic is an asset.

i) Core Values (Required)

Commitment, Diversity and Inclusion, Integrity

ii) Core Competencies (Required)

1. Communication [II] Working with People [II] Drive for Results [II]

iii) Functional Competencies (Required)

Analyzing [II] Applying Technical Expertise [II] Following instructions and Procedures [II] Planning and Organizing [II]

Remuneration: An attractive package will be applicable at the UN salary scale including social security benefits.

Submission of Applications:

Applications from qualified South Sudanese nationals, accompanied by updated CV in English and a completed United Nations Personal History Form, (which can be downloaded from our website at www.unicef.org/employ) should be sent to the address below **by on or before Friday 23rd October 2015**. UN/UNICEF staff members are requested to enclose their 2 most recent Performance Evaluation Reports with their applications. Send application to: **Human Resources Officer**

UNICEF South Sudan Country Office, Juba. OR PREFERABLY: Email: *jubavacancies@unicef.org*

UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our