Our Vision

“To be the lead service commission in the provision, management and development of competent human resource for the Public Service”.

Our Mission

“To transform the public service to become professional, efficient and effective for the realization of national development goals”.

RECRUITMENT OF CIVIL SERVANTS TO BE SECONDED TO THE PUBLIC SERVICE OF SOUTH SUDAN

The Government of Kenya has been supporting the Republic of South Sudan in capacity building of the Public Service through the Republic of South Sudan/IGAD initiative. The initiative entails seconding to South Sudan experienced public officers (Civil Service Support Officers – CSSOs) from neighbouring IGAD countries; Kenya, Uganda and Ethiopia.

The Civil Service Support Officers serve as rapid capacity enhancement support staff and are ‘twinned’ with South Sudanese civil servants for direct transfer of skills through mentoring and coaching.

Terms and Conditions of Service

The officers will be paid a Consolidated Technical Allowance that include accommodation and Medical Insurance Cover while working in South Sudan. The project will also meet travel expenses for the officers. The identified serving Civil Servants will continue to receive their salaries from GOK to cater for their statutory deductions and upkeep of their families at home.

Eligibility

The Government of South Sudan through the Public Service Commission is, therefore, seeking for eligible serving Kenya Civil Servants to fill the underlisted positions through secondment arrangement.

Applications are invited from qualified Civil Servants for the positions shown below.
The details of the posts and mode of application can be accessed on the Commissions website.

Interested and qualified persons are requested to make their applications **online** through one of the Commission’s websites [www.publicservice.go.ke](http://www.publicservice.go.ke) or [www.psckjobs.go.ke](http://www.psckjobs.go.ke)

OR

by completing **ONE** application form PSC 2 (Revised 2007). The form may be downloaded from the Commission’s websites.

**Please Note**

- Candidates should **NOT** attach any documents to the application form. **ALL** the details requested in the advertisement should be filled on the **form**.
- Only shortlisted and successful candidates will be contacted.

**Shortlisted candidates** shall be required to produce **originals** of their National Identity Card, academic and professional certificates and transcripts, testimonials and any other supporting documents during interviews.

Completed application forms should be sent or delivered to:

**THE SECRETARY/CEO**
PUBLIC SERVICE COMMISSION
COMMISSION HOUSE
P.O. BOX 30095 – 00100
NAIROBI

so as to reach the Commission **on or before 23rd February, 2015**
Job Title: Management Analyst (Human Resource)- Grade 4 – One (1) Post – V/No. 1/2015

Consolidated Technical Allowance (CTA): USD. 3,746 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: National Ministry of Labour, Public Service and Human Resource Development, Central Equatoria State, Juba, South Sudan

Duties and Responsibilities

(i) Organizational studies with a view to establish appropriate organizational structures for the institution;
(ii) Operational analysis and survey using appropriate management techniques;
(iii) Management consultancy assignments in areas of organizational restructuring using organization design methods techniques, job analysis, job evaluation, work study and other management tools;
(iv) Development of policy concept papers, strategic plans, frameworks, cabinet memoranda and other reports on staff utilization in the civil service;
(v) Support the formulation of at least three (3) institutional policies, and
(vi) Ensure comprehensive training of at least four (4) twins and improve work related performance.

Requirements for Appointment

(i) Be in possession of a Bachelors degree in a social science form a university recognized in Kenya;
(ii) Be in a possession of Master’s Degree in Human Resource Management, Business/ Public Administration, MSC in Organisational Development or a relevant field from a university recognized in Kenya;
(iii) Have served in the field of Management Consultancy in the Civil Service for at least fifteen (15) years, two (2) of which must be in Grade 4 (equivalent to Job Group ‘P’ in Kenya)
(iv) Attended a senior management course;
(v) Be a person of high integrity;
(vi) Be proficient in computer application – MS – Office Suite;
(vii) Have excellent interpersonal skills and competencies; and
(viii) Be able to work well with diverse workforce.

NOTE: Possession of a Higher National Diploma in Human Resource Management will be an added advantage.

**Job Title: Quality Assurance and Standards (Education)- Grade 5 - One (1) Post - V/No. 2/2015**

Consolidated Technical Allowance (CTA): USD. 3,470 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: National Ministry of Education, Science and Technology, Central Equatoria State, Juba, South Sudan

**Duties and Responsibilities**

(i) Providing leadership in standardizing education quality assurance and development of education minimum standard materials and programmes;

(ii) Providing strategic directions in developing policies and guide lines on school inspections and minimum standards; support the formulation of at least three institutional policies;

(iii) Developing curriculum and training materials for school inspectors to achieve quality Education Standards;

(iv) Organizing workshops and other fora for standards information-sharing (dissemination) and development;

(v) Establishing formal relationship with other institutions to promote educational quality and standards;

(vi) Providing leadership in the implementation of human resource development plan for Quality Assurance Officers (School Inspectors) at national, state and county levels;

(vii) Lead annual department work plan and budget for implementation of inspection work;

(viii) Lead in the information of education stakeholders on progress of education across the country;

(ix) Work with other department with the purpose to promote quality education;
(x) Conduct research regularly on different educational and capacity-building issues to improve the quality of education standards;
(xi) Assessing and evaluating effectiveness of education innovations and development partners educational programs;
(xii) Documenting research studies and publications carried out in education; and
(xiii) Ensure comprehensive training of at least four (4) twins and improve work related performance.

Requirements for Appointment
(i) be in possession of a Bachelor’s Degree in Education from a university recognized in Kenya;
(ii) Have experience in quality assurance and standards in the civil service for at least 12 years as Quality Assurance and Standards Officer; two of which must be in Grade 5 (equivalent to Job Group ‘N’ in Kenya)
(iii) Have attended a Senior Management Course in a recognized institution;
(iv) Have good practical and technical skills;
(v) Have excellent interpersonal relationships and competencies;
(vi) Be a team player with ability of demonstrating professionalism, transparency and integrity;
(vii) Be proficient in computer applications; and
(viii) Be able to work well with diverse workforce.

Job Title: Veterinary Laboratory Technologist - Grade 7 - Two (2) Posts - V/No. 3/2015

Consolidated Technical Allowance (CTA): USD. 2,630 per month
Terms of Service: Two (2) Years contract
International Travel: Two return air tickets per year for the two years duration
Annual Leave: Forty Five (45) calendar days per year
Work Station: National Ministry of Livestock and Fisheries Industries, Juba, Republic of South Sudan

Duties and Responsibilities
(i) Provide general laboratory techniques and management;
(ii) Support the development of institutional strategic plans and framework,
(iii) Coach and mentor, at least four, laboratory personnel both professional and technical cadres and support the improvement of work related performance;
(iv) Apply Genomic DNA extraction and PCR based molecular techniques;
(v) undertake Isolation and characterization of bacterial colonies, serological
diagnosis of viral and bacterial diseases;
(vi) Identification of endo and ecto-parasites of veterinary importance; and
(vii) Support the formulation of at least three institutional policies.

Requirements for Appointment

(i) Be in possession of a Diploma in laboratory technology from a recognized
institute;
(ii) Have experience in civil service for at least six (6) years as a veterinary
technologist; two of which must be in Grade 7 (equivalent to Job Group ‘L’ in
Kenya)
(iii) Have good practical and technical skills;
(iv) Have excellent interpersonal relationships and competencies;
(v) Be a team player with ability of demonstrating professionalism, transparency
and integrity
(vi) Be able to work well with diverse workforce.

Job Title: Cooperative Officer - Grade 5 – One (1) Post - V/No. 4/2015

Consolidated Technical Allowance (CTA): USD. 3,470 per month
Terms of Service: Two (2) Years contract
International Travel: Two return air tickets per year for the two years
duration
Annual Leave: Forty Five (45) calendar days per year
Work Station: National Ministry of Agriculture, Forestry, Cooperative and Rural Development, RSS, Juba, Central Equatoria State, South Sudan

Duties and Responsibilities

The Cooperative Officer will provide technical support to both the Directorate of
Cooperative development and the cooperative movement. Specifically the cooperative
officer will be expected to perform the following tasks:

(i) Support the development of institutional strategic plans and framework,
(ii) Facilitate in the promotion of cooperative movement in at national and state level
and identifying challenges and constraints facing the cooperative movement in
South Sudan;
(iii) Meet with officials at national and state levels, cooperatives and NGOs to identify challenges and
(iv) Review and revise the existing South Sudan Training Manuals on Cooperatives from a gender perspective;
(v) Develop and validate simplified and illustrated training materials, accounting/management manuals for staff as well as cooperative leaders;
(vi) Validating a simplified and illustrated training materials for staff, members as well as leaders for cooperatives, accounting/management manuals for cooperative staff;
(vii) Facilitate Training of Trainers workshops and conducting trainings with identified trainers at the cooperative societies with the participation of cooperative leaders as well as members;
(viii) Support the formulation of at least three (3) institutional policies; and
(ix) Ensure comprehensive training of at least four (4) twins and improve work related performance.

Requirements for Appointment
(i) be in possession of a BSc. degree in Cooperative and Business Management, business administration, commerce and or accounting;
(ii) Have at least twelve (12) years in the civil service in cooperative related activities, two of which must be in Grade 5 (equivalent to Job Group ‘N’ in Kenya)
(iii) Proven track record in working in a similar field;
(iv) Demonstrable ability to facilitate, develop training materials and provide training;
(v) Demonstrated ability to work and develop capacity of government counterparts;
(vi) A team player with excellent interpersonal skills
(vii) Be proficient in computer applications; and
(viii) Be able to work well with diverse workforce.

NOTE: Possession of a Diploma in cooperatives will be an added advantage.
Job Title: Civil Aviation Adviser (OPAS) - Grade 4 – One (1) Post - V/No. 5/2015

Consolidated Technical Allowance (CTA): USD. 3,746 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: National Ministry of Transport, Road and Bridges, RSS, Juba, Central Equatoria State, South Sudan

Duties and Responsibilities

(i) Support the development of institutional strategic plans and framework;

(ii) Advise the minister of transport on all matters pertaining to civil aviation;

(iii) Assist in the development of air transport policies and strategy for South Sudan;

(iv) Assist the Director of Civil Aviation in directing, organizing and coordinating the functions and activities of all the units of the Directorate as well as any external assistance;

(v) Assist in the establishment of a Road Map for the development of civil aviation in South Sudan including a structure that is responsive to efficiency and cost effectiveness;

(vi) Define immediate and medium term priorities for Air Navigation Services; Flight Safety; Aerodrome safety; and Aviation Security;

(vii) In collaboration with the Air Law Expert, make recommendations on the revision of the State’s aviation primary legislation to ensure that it meets all of its obligations as an ICAO Contracting State and coordinate its implementation;

(viii) Coordinate the amendment and implementation of South Sudan Civil Aviation regulations to ensure conformity with all ICAO SARPS and industry best practices;

(ix) Develop policy, procedures and processes for the implementation of periodic to ensure conformity with all ICAO SARPS. The periodic assessment methodology should be reviewed and amended as required to ensure continuity relevance;

(x) Ensure the establishment and implementation of a State Safety Programme (SSP) and Safety Management Systems (SMS) by the service providers;

(xi) Advise on the establishment and operation of an entity to carry out the responsibilities of accident and incident investigation;
(xii) Formulate a human resources development plan to meet the needs of the South Sudan Civil Aviation industry taking the future growth into consideration and ensure its expeditious implementation including implanting a detailed training programme;

(xiii) Support the formulation of at least three (3) institutional policies; and

(xiv) Ensure comprehensive training of at least four (4) twins and improve work related performance.

Requirements for Appointment

(i) be in possession of a Bachelors degree in Civil Aviation or equivalent professional qualifications in major Civil Aviation field and/or professional qualifications in Civil Aviation Administration and Management; a background in Flight Safety or Air Transport would be an advantage;

(ii) At least twelve (12) years’ experience, with significant experience in a senior management position in a civil aviation authority (equivalent to Job Group ‘P’ in Kenya);

(iii) Attended a Senior Management Course in a recognized institution;

(iv) Familiarity with ICAO policies and guidelines on autonomous civil aviation authorities and responsibility of members states under the Chicago Convention and its Annexes;

(v) Experience in the establishment of autonomous Civil Aviation and/or airport authorities or the management and operation of such authorities;

(vi) Familiar with current and emerging issues in international civil aviation;

(vii) Familiar with modern concepts of management; and

(viii) Proficiency in computer applications.

Job Title: Director of Flights (OPAS) - Grade 3 – One (1) Post - V/No. 6/2015

Consolidated Technical Allowance (CTA): USD. 4,023 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: National Ministry of Transport, Road and Bridges, RSS, Juba, Central Equatoria State, South Sudan
Duties and Responsibilities

(i) Review existing civil aviation legislation and flight operations regulations and process their revision to conform to International Civil Aviation Organisation (ICAO) Annexes to be applied to all operations in South Sudan;

(ii) Assist in the establishment of a safety oversight structure within the Department of Civil Aviation (DCA);

(iii) Plan, develop and implement Safety oversight human resources recruitment, retention and training plan;

(iv) Assist in establishment of a Certification and Surveillance programme;

(v) Review, revise and process the approval of operations manuals, safety oversight manuals, aircraft operating manuals, minimum equipment lists flight crew and cabin attendants training programme;

(vi) Participate in the development and implementation of the State Safety Programme (SSP), conduct seminars, workshops and groups on Safety Management Systems (SMS) for DCA personnel and service providers;

(vii) Develop and implement coordination procedures between all concerned sections in the DCA to personnel and service providers;

(viii) Develop procedures for AMO, ATO inspections and other airworthiness related organizations and implement same;

(ix) Develop the surveillance policy and procedures and create an audit programme complete with checklists.

(x) Support the formulation of at least three (3) institutional policies;

(xi) Ensure comprehensive training of at least four (4) twins and improve work related performance; and

(xii) Support the development of institutional strategic plans and framework.

Requirements for Appointment

(i) At least fifteen teen (15) years’ experience as a flight operations inspector in a civil aviation administration or as a check pilot in an international airline (equivalent to Job Group ‘Q’ in Kenya);

(ii) Holds or have held an Airline Transport Pilot License with one or more type ratings on medium and large commercial jet transport aircraft (preferably on Airbus A-340, and B-737 aircraft. Some experience in business aviation and in helicopter operations would also be desirable, OR

(iii) Holder of an ICAO recognized Aircraft Maintenance Engineer license or equivalent acceptable professional qualifications with a minimum of 15 years’ experience in airworthiness, overhaul and maintenance, preferably of large, modern aircraft with airline experience relating to governmental procedures of the inspection and approval of maintenance and training organizations;
(iv) attended a Strategic Leadership Development Course in a recognized institution;
(v) Management or supervisory experience in a substantial airline or with Government Department of Civil Aviation, directly associated with the preparation and responsibility for implementation of rules, regulations, operating manuals and flight and ground procedures deemed necessary for flight safety, inspection and certification;
(vi) Extensive experience as a Government Flight Operations Inspector dealing with the certification process for the issuance of AOCs, flight operations inspections, accident investigation and prevention and safety transportation of goods by air;
(vii) Knowledge of the requirements of personnel licensing, training, and maintenance of competency of flight and ground crews concerned with safety oversight functions. In particular, the training, experience and OJT requirements of aircraft inspection and certification personnel will be desirable asset;
(viii) Knowledge of legal responsibilities and administrative procedures for the issuance of document under State of Registry approval relating to supervision of flight operations;
(ix) Experience in all facets of air operator and AMO certification, surveillance and enforcement requirement;
(x) Experience in developing and managing an audit inspection programme including the ramp inspection of State and foreign registered aircrafts.
(xi) Sound knowledge of related ICAO Annexes, recommended practices and related documentation;
(xii) Experience of working in the environment of a developing country is desirable; and
(xiii) Initiative, tact, sound judgment and the ability to foster and maintain harmonious working relationships.

Job Title: Director of Air Navigation Services (OPAS) - Grade 3 - One (1) Post - V/No. 7/2015

Consolidated Technical Allowance (CTA): USD. 4,023 per month
Terms of Service: Two (2) Years contract
International Travel: Two return air tickets per year for the two years duration
Annual Leave: Forty Five (45) calendar days per year
Work Station: National Ministry of Transport, Road and Bridges, RSS, Juba, Central Equatoria State, South Sudan
Duties and Responsibilities

(i) Support the development of institutional strategic plans and framework;
(ii) Coordinate and direct all the functions of the ANS Directorate which include but not limited to the regulatory and inspectoral functions of ATM, CNS, MET, AIS/MAP, SAR, facilitation;
(iii) Ensure the organization of air navigation facilities and services;
(iv) Ensure the operational safety of air navigation facilities and services;
(v) Assist in the development/review/amendment and implementation of South Sudan Civil Aviation regulations to ensure conformity with all ICAO SARPS and industry best practices;
(vi) Assist in carrying out all safety and facilitation related regulatory and inspectorate functions in respect of Annexes 2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14, 15 and;
(vii) Perform a comprehensive evaluation of the ANS deficiencies and initiate improvements;
(viii) Develop policies, procedures and regulations for the ANS Directorate;
(ix) Manage the Air Navigation Services functions of the DCA and perform operational supervision of the associated Departments, including the development of operational instructions and other documentation;
(x) Plan, develop and implement ANS human resources recruitment, retention and training plan;
(xi) Support the formulation of at least three (3) institutional policies; and
(xii) Ensure comprehensive training of at least four (4) twins and improve work related performance.

Requirements for Appointment

(i) Possess a Bachelors degree in one or more of the major fields of civil aviation or related air navigation, preferably in air traffic control services, or equivalent qualifications.
(ii) A minimum of fifteen (15) years of professional experience at managerial level in air traffic management including as active air traffic controller (equivalent to Job Group ‘Q’ in Kenya);
(iii) At least 10 years progressive aviation professional experience involving aviation air navigation services planning development, implementation and operation of air navigation facilities services and procedures; and regulatory compliance;
(iv) attended a Strategic Leadership Development Course in a recognized institution;
Experience in establishing a CAA, and/or overseeing ANS in a sizable civil aviation authority;

Detailed knowledge of relevant ICAO Standards and Recommended Practices as well as Regional Air Navigation Plans and their implementation, experience with ICAO regional and global planning processes;

Excellent knowledge of international and domestic air traffic management planning and implementation, including AIS;

Familiar with current and emerging issues in international civil aviation and CNS/ATM systems planning and development, including ICAO’s SARPs under preparation;

Experience in performing inspection of Operational Safety in ATS and establishing methodology to perform investigation of an ATS incident and on elaborating the Safety Recommendations;

Knowledge of requirements for issuance of licenses for ATC Officers and AeroCOM Officers

Familiarity with ICAO Annexes 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14 and 15 with related procedures and guidance material;

Experience in the establishment of air navigation operational training requirements and planning and operation of search and rescue services in the evaluation of training programmes;

Proven ability to exercise mature judgment, recognize key issues and analyze relevant information, make feasible recommendations, and make sound decisions; and

Proficiency in Computer applications.

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**Job Title: Aerodrome Safety and Certification Expert (OPAS) - Grade 4 - One (1) Post - V/No. 8/2015**

Consolidated Technical Allowance (CTA): USD. 3,746 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: National Ministry of Transport, Road and Bridges, RSS, Juba, Central Equatoria State, South Sudan

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Duties and Responsibilities

(i) Advise in the development/review/amend and implementation of South Sudan Civil Aviation policies, regulations in the area of aerodrome safety and certification to ensure conformity with all ICAO SARPs and industry best practices;

(ii) Establish an Aerodrome Safety Inspectorate Section with staffing and prepare and implement training plans;

(iii) Review and update, procedures and checklists and ensure that Procedures, Guidance Materials and Handbooks are harmonized in line with Regulations and other policy documents;

(iv) Develop Aerodrome Certification Policy and Procedures Manual (APPM) and provide appropriate training to the aerodrome inspectors recruited in the Aerodrome Safety Inspectorate Section

(v) Develop guidance material for the implementation of the Safety Management System (SMS) by the aerodrome operators which as a minimum includes hazard identification, risk assessment and management;

(vi) Assist in the establishment of an SSP programme and provide training

(vii) Establish a databank of aerodrome accidents and incidents and other safety reports to support the implementation and continuous development of the SSP;

(viii) Develop and implement comprehensive training Programme and annual trainings plans to inspectors and operators in order to build capacity for its implementation; including coaching and/or on-the-job training of national staff for the purpose of progressive building up capacity for Aerodrome Safety and Certification oversight;

(ix) Support the formulation of at least three (3) institutional policies;

(x) Ensure comprehensive training of at least four (4) twins and improve work related performance; and

(xi) Support the development of institutional strategic plans and framework.

Requirements for Appointment

(i) possess a Bachelors degree preferably in civil engineering, or aerodrome engineering or equivalent qualification from a university recognized in Kenya;

(ii) A minimum of twelve (12) years’ experience in civil aviation, preferably in planning/airport operations (equivalent to Job Group ‘P’ in Kenya);
(iii) Five years’ experience as an Aerodrome Inspector and participation in Aerodrome Certification;
(iv) Attended a Senior Management Course in a recognized institution;
(v) Sound knowledge of ICAO Standards and Recommended Practices. (Annex 14 and related documents).
(vi) Experience in the preparation, approval and use of Aerodrome Operations & Maintenance Manuals and other appropriate aerodrome engineering documentations;
(vii) Experience in the development or regulatory requirements for service providers including guidance material;
(viii) Experience in the development and implementation of operating procedures for safety oversight;
(ix) Command of the English language and proven ability in preparing inspection reports and similar documents; and
(x) proficiency in computer applications.

**Job Title: Aviation Security Expert (OPAS) - Grade 4 - One (1) Post - V/No. 9/2015**

Consolidated Technical Allowance (CTA): USD. 3,746 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: National Ministry of Transport, Road and Bridges, RSS, Juba, Central Equatoria State, South Sudan

**Duties and Responsibilities**

(i) Where necessary support the development of institutional strategic plans and framework;

(ii) Develop a national policy that assures the safety of passengers, crew, ground personnel and general public in all matters related to safeguard acts of unlawful interference with civil aviation;

(iii) Establish and implement a written national civil aviation security programme to safeguard civil aviation operations against acts of unlawful interference, through regulations, practices and procedures which take into account the safety, regularity and efficiency of flights;
(iv) Designate an appropriate authority within the administration to be responsible for the development, implementation and maintenance of the national civil aviation security programme;

(v) Establish a national civil aviation security committee or similar arrangement for the purpose of coordinating security activities between the departments, agencies and other organizations of the State.

(vi) Develop and implement a National Civil Aviation Security Training Programme, National Civil Aviation Security Quality Control Programme, National Screeners Certification Programme and comprehensive training programme and annual training plans;

(vii) Develop a national contingency plan and make resources available to safeguard civil aviation against acts of unlawful interference;

(viii) Support the formulation of at least three (3) institutional policies; and

(ix) Ensure comprehensive training of at least four (4) twins and improve work related performance.

Requirements for Appointment

(i) Security or appropriate police training and qualifications;

(ii) At least twelve (12) years’ experience in senior capacity at a civil aviation authority, major airport or airlines, with responsibility for civil aviation security management and supervision (equivalent to Job Group ’P’ in Kenya);

(iii) Attended a Senior Management Course in a recognized Institution;

(iv) Proven experience in the preparation, organization and implementation of national and airport security programmes and practices for safeguarding airports, aircraft and civil aviation facilities;

(v) Familiarity with international aviation security conventions and aviation security provisions of national legislation;

(vi) Understanding of the legal basis of AVSEC and restricted articles regulations;

(vii) Thorough knowledge of the Standards and Recommended Practices of the Annexes of the Chicago Convention related to aviation security particularly Annex 17 (security) and of ICAO Document 8973 Manual for Safeguarding Civil Aviation Against Acts of Unlawful interference

(viii) Good knowledge of assessment and response procedures, as well as of airport security measures and procedures;

(ix) Familiarity with modern airport security detection equipment and their technological concepts and the skills required for their operation;
(x) Experience in the development and testing of airport emergency procedures and contingency plans, as well as coordination of response among the agencies concerned;
(xi) Experience in development of Aviation Security training plans;
(xii) Familiarity with Aviation Security audit procedures is desirable;
(xiii) Familiarity with ICAO AVSEC Training Programme and ICAO Annexes 6, 9, 14 and 18 is desirable;
(xiv) Experience of working in the environment of a developing country is desirable; and
(xv) Proficiency in computer applications.

**Job Title: Human Resource Management Officer - Grade 5 – One (1) Post - V/No.10/2015**

**Consolidated Technical Allowance (CTA):** USD. 3,470 per month

**Terms of Service:** Two (2) Years contract

**International Travel:** Two return air tickets per year for the two years duration

**Annual Leave:** Forty Five (45) calendar days per year

**Work Station:** South Sudan AIDS/HIV Commission and South Sudan Civil Service Commission, Juba, South Sudan

**Duties and Responsibilities**

The Human Resource Management Officer will report to the Director General of Administration and Finance and shall be responsible for overall performance of Human Resource Management (HRM): Specifically, the HRM Officer shall be responsible for:

(i) Provide strategic advice on human resource management policy, strategic and human resource development, strategic staffing, departmental work plan and performance management system and manpower analysis;
(ii) Implementation, regulations, procedures and guidelines from Central Agency;
(iii) Provide input into institutional development and capacity building project of Ministry and Directorates;
(iv) Provide advice at ministerial and higher leadership levels of the Ministry;
(v) Work with Strategic Partners and Technical Advisers in support of Institutional Strengthening and Capacity Building;
(vi) Advice assistants in their duties and responsibility of developing criteria for the recruitment of employees, selection, appointment procedures, promotion, termination and drafting notes in the records management;

(vii) Advice on control of the management of manpower establishment and employment procedures;

(viii) Assist heads of the units in the Department in revising or scrutiny of manpower and establishment control; and report to the relevant supervisor all anomalies in implementing the policies of management systems;

(ix) Take lead in ensuring an effective filing system to provide ease of accessibility and the preservation of the records;

(x) Provide advice on key HR aspects including job analysis, job description, job specification, behavioral change and appropriate approach/attitudes to work;

(xi) Development of a proposal and recommendations on the management of SSAC on the need to establish a Training Committee to oversee effective and efficient management of the training function in the Commission;

(xii) Support the formulation of at least three (3) institutional policies; and

(xiii) Ensure comprehensive training of at least four (4) twins and improve work related performance.

Requirements for Appointment

(i) Possess a Bachelor’s Degree from a recognized University in field of Financial Accounts, Public Administration and Management, Business Administration, HR, Planning or other relevant field;

(ii) Have served within the Human Resource Management/Development cadre for a minimum of twelve (12) years in the civil service; two of which must be in Grade 5 (equivalent to Job Group ‘N’ in Kenya);

(iii) Attended a Senior Management Course in a recognized institution;

(iv) Attended a Training of Trainers Course (TOT) in a recognized institution;

(v) Ability to undertake Training Needs Assessment (TNA)

(vi) Possess leadership, managerial, and skills organizational systems;

(vii) Experience in the implementation of public service regulation, and government operation procedures;

(viii) Knowledge of HIVIAIDS in the post-conflict settings desirable;

(ix) Experience in capacity building programme management; and

(x) Proficiency in computer applications.

NOTE: Possession of a Higher National Diploma in Human Resource Management and a relevant Master Degree would be an added advantage.
Job Title: Finance Officer - Grade 5 – One (1) Post - V/No. 11/2015

Consolidated Technical Allowance (CTA): USD. 3,470 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: South Sudan AIDS/HIV Commission, Juba, South Sudan

Duties and Responsibilities

The Finance Officer will report to the Director General of Administration and Finance and shall be responsible for overall performance of financial management and Budgetary Control Policies: Specifically, the Finance Officer CSSO shall responsible for:

(i) Support the development of institutional strategic plans and framework;
(ii) Assisting the Director, Administration and Finance in planning, directing coordinating and reviewing activities and personnel within the Financial Administration Department.
(iii) Assisting the Director of Finance and Accounts, in the establishment of departmental priorities and allocation of departmental resources.
(iv) Participating in the development of procedures, instructions and supervision of the annual closing of the accounting records and budgets.
(v) Reviewing all monthly and annual financial reports for compliance and accuracy including the Comprehensive Annual Financial Report.
(vi) The development and implementation of budgetary policies and procedures as outlined in the Charter as well as Budgetary control, planning and coordinating with Director of Finance and Accounts and other departments on budget issues up dating thereof.
(vii) Training book- keepers and accountants on the packages; and computerizing accounting in line with Ministry of Finance and Economic Planning.
(viii) Support the formulation of at least three (3) institutional policies; and
(ix) Ensure comprehensive training of at least four (4) twins and improve work related performance.
Requirements for Appointment

(i) Possess a Bachelor's Degree in any of the following areas: Economics; Mathematics and Statistics; Commerce (Finance or Accounting option); Business Management or any other relevant qualification from a university recognized in Kenya;

(ii) Be in possession of a professional qualification such as Certified Public Accountant (CPAK); Association of Chartered Certified Accountants (ACCA) or an equivalent qualification;

(iii) Have served within the Finance Officers’ cadre for a minimum of twelve (12) years; two of which must be in Grade 5 (equivalent to Job Group ‘N’ in Kenya);

(iv) Attended a Senior Management Course in a recognized institution;

(v) Attended at least a certificate course in Public Finance Management;

(vi) Be proficient in financial computer applications;

(vii) Demonstrate professionalism and integrity as reflected in work performance and results;

(viii) Demonstrate organizational, managerial and administrative competencies; and

(ix) Experience in the implementation of public service regulation, and government operation procedures.

Job Title: Gender Officer - Grade 7 – Two (2) Post - V/No. 12/2015

Consolidated Technical Allowance (CTA): USD. 2,630 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: National & State Ministry of Gender, Child and Social Welfare, Juba & Yambio, RSS, South Sudan

Duties and Responsibilities

Gender Officers will be deployed in the National and State Ministry of Gender, Child and Social Welfare in Juba, and Yambio for coaching and mentoring directorate of gender staff on effective performance and service delivery in the area of the directorate mandate. Specifically, duties and responsibilities will entail:

(i) Support the development of institutional strategic plans and framework;

(ii) Providing technical support in formulation and review of gender related policies, standards and guidelines, and actions plans
(iii) Supporting initiatives for gender mainstreaming in the ministry and other government institutions, Civil Society, and Private Sector and the Media.

(iv) Providing guidance and advice to the directorate on implementation and monitoring of key gender related policies, standards and other instruments such as National Gender Policy UN frameworks and conventions on women such as CEDAW, UNSCR 1325 NAP.

(v) Strengthening and enhancing the directorate coordination mechanism for more effective and coordinated implementation of gender equality strategies

(vi) Assisting in resource mobilization for directorate activities to meet its mandate

(vii) Supporting the capacity building programmes for staff on gender and development, gender and equity budgeting and GBV prevention, protection and response.

(viii) Support the formulation of at least three (3) institutional policies; and

(ix) Ensure comprehensive training of at least four (4) twins and improve work related performance.

Requirements for Appointment
For appointment to the position of Gender Officer, an officer must have the following qualifications, experiences, and competencies;

(i) Possess a Bachelors degree in Social Science, International or Gender Studies, Public Policy, or related filed.

(ii) A minimum of six (6) years working experience in gender related work, two of which should have in Grade 7 (equivalent to Job Group ‘L’ in Kenya).

(iii) possession of specialized trainings in gender.

(iv) knowledge of understanding of the Legal and Policy Framework for promoting Gender Equality and Women’s Empowerment; Project Management; Policy Management; communicating effectively; Ethics and Integrity, Computer Literacy;

(v) Experience with post conflict programming will be an added advantage;

(vi) Strong analytical and writing skills; and

(vii) Strong mentoring and coaching skills.
Job Title: Disability Officer - Grade 7 – One (1) Post - V/No. 13/2015

Consolidated Technical Allowance (CTA): USD. 2,630 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: National Ministry of Gender, Child and Social Welfare, RSS, Juba, Central Equatoria State, South Sudan

Duties and Responsibilities

The Officer will be responsible for coaching and mentoring directorate of social welfare (department of disability) staff on effective performance and service delivery in the area of the directorate/department mandate. Specifically, duties and responsibilities will entail;

(i) Providing technical support in formulation and review of disability related policies, standards and guidelines, and actions plans;
(ii) Supporting initiatives for disability mainstreaming in the ministry and other government institutions, Civil Society, and Private Sector and the Media;
(iii) Providing guidance and advice to the directorate on implementation and monitoring of key disability related policies, standards and other instruments;
(iv) Strengthening and enhancing the directorate coordination mechanism for more effective and coordinated implementation of disability and social inclusion strategies;
(v) Assisting in resource mobilization for disability department activities to meet its mandate;
(vi) Supporting the capacity building programmes for staff on disability and community based rehabilitation;
(vii) Support the formulation of at least three (3) institutional policies;
(viii) Ensure comprehensive training of at least four (4) twins and improve work related performance; and
(ix) Support the development of institutional strategic plans and framework.
Requirements for Appointment
For appointment to the position of disability Officer, an officer must have the following qualifications, experiences, and competencies.

(i) Bachelors’ Degree in Political Science, International or disability studies, Public Policy, community based rehabilitation, Social Science or a relevant qualifications from a university recognized in Kenya;
(ii) Minimum of six (6) years working experience in disability related work, two of which must be in Grade 7 (equivalent to Job Group ‘L’ in Kenya)
(iii) possess specialized trainings in disability.
(iv) possess a Basic understanding of the Legal and Policy Framework for promoting the rights of People with Disabilities(PWDs) ; project Management; Policy Management; communicating effectively;
(v) Ethics and Integrity,
(vi) Proficiency in computer applications;
(vii) Experience with disability programming;
(viii) Strong analytical and writing skills; and
(ix) Strong mentoring and coaching skills.

Job Title: Forensic Officer in Finger Printing - Grade 4 – One (1) Post – V/No. 14/2015

Consolidated Technical Allowance (CTA): USD. 3,746 per month
Terms of Service: Two (2) Years contract
International Travel: Two return air tickets per year for the two years duration
Annual Leave: Forty Five (45) calendar days per year
Work Station: South Sudan National Police Service, Ministry of Interior, Juba, South Sudan

Duties and Responsibilities
The Forensic Officer in Finger Printing will directly support the Director of CID, GHQ, SSNPS, Juba by way of twining with In-charge of Forensic Unit and Head of Finger Print Bureau of CID GHQ, SSNPS, Juba and will support to:

(i) Develop and Maintain National and State of the fingerprint records of National & International criminals
(ii) Undertake examination of questioned Finger Impressions on Documents in
conflict with law, received from courts and law enforcement institutions or any other government institutions and provide opinion;

(iii) Establish the State Finger Print Bureaus and give necessary guidance in all matters relating to Finger Print.

(iv) Regulate National Board for certification of Finger Print Expert for conducting national level Examination for accrediting the Finger Print Experts.

(v) Coordinate with all State bureaus, on matters relating to the finger print science;

(vi) Impart Finger Print training to police personnel and non-police personnel working with Republic of South Sudan and personnel from foreign countries under Technical Co-operation;

(vii) Coordinate for organizing various trainings for police to improve work efficiency;

(viii) Compare latent Prints for tracing criminals and give opinions;

(ix) Maintain Single Digit Records and Searches;

(x) Search finger print records for tracing absconders and unknown dead bodies;

(xi) Train police personnel working in Finger Print Bureau to give evidence in the court of law;

(xii) Establish Automated Fingerprint Identification System (AFIS) and Digitization of Finger Print Records;

(xiii) Develop mechanism for research and development in finger print science and techniques;

(xiv) Support the formulation of at least three (3) institutional policies; and

(xv) Ensure comprehensive training of at least four (4) twins and improve work related performance.

Requirements for Appointment

(i) Minimum fifteen (15) years of relevant work experience in forensic investigation with added knowledge of finger print science, basic principles and practices of investigation, field operations, crime prevention, and intelligence data gathering used in a law enforcement agency (equivalent to job Group ‘P’ in Kenya);

(ii) Certified Finger Print Expert with degree in forensic science;

(iii) Attended a Senior Management Course in a recognized institution;

(iv) Advanced diploma in Computer systems;

(v) At least five (5) years of professional experience as finger print expert working with police and/or working in
(vi) Support the establishment the first Finger Print Bureau at all levels, with structured finger print and criminal database to provide impartial scientific evidence for use in courts of law;

(vii) Specific experience in classification and maintenance of finger print records including single digit record;

(viii) Experience of examination of questioned finger prints and development and comparison of latent prints for tracing criminals and giving opinions;

(ix) Skilled knowledge to search finger print records for tracing criminals, absconders, and dead bodies;

(x) Experience in Automated finger Identification System;

(xi) Strong analytical ability and communication skills (written and oral) is a requirement; and

(xii) Computer skills and strong knowledge of various software.

NOTE: Training in police science, criminology and law enforcement; Forensic investigation Department and Knowledge of Arabic will be an added advantage

Job Title: Forensic Officer in Examination of Questioned Documents - Grade 4 – One (1) Post - V/No. 15/2015

Consolidated Technical Allowance (CTA): USD. 3,746 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: South Sudan National Police Service, Ministry of Interior, Juba, South Sudan

Duties and Responsibilities
The Forensic officer in Examination of Questioned Documents will directly support the Director of CID, GHQ, SSNPS, Juba by way of twining with In-charge of Forensic Unit of CID GHQ, SSNPS, in Juba. Specific duties and responsibilities include:
(i) Support the development of institutional strategic plans and framework;
(ii) Conduct comparative examinations of documents with questioned, admitted and specimen handwriting, hand printing, and typewriting.
(iii) Identify and decipher indented, erased, altered and obliterated entries on tampered questioned documents.
(iv) Identify and/or differentiate inks, papers, adhesives, paper/cellulose tape and identifies counterfeit documents.
(v) Conduct examinations to resolve questions concerning the age, source, content or authenticity of documents using microscopes, optical aids and other instruments.
(vi) Incorporates results of examinations into written reports for use by investigative agencies, judicial bodies or other agencies submitting evidence with detailed reasoning.
(vii) Provides demonstrative expert testimony as required.
(viii) Establish the forensic unit Examination of Questioned Documents at all levels.
(ix) Maintain records and case studies for reference and research;
(x) Develop mechanism for research and development in examination of questioned documents;
(xi) Develop criminal database at national and state levels;
(xii) Impart training to police personnel working with Republic of South Sudan on examination of questioned documents, maintenance of records and preparation of opinions with reasoning and presenting before the court of law;
(xiii) Support the formulation of at least three (3) institutional policies; and
(xiv) Ensure comprehensive training of at least four (4) twins and improve work related performance.

Requirements for Appointment

(i) Minimum fifteen (15) years of relevant work experience in forensic investigation; and knowledge of examination of questioned documents, basic principles and practices of investigation, field operations, crime prevention, and intelligence data gathering used in a law enforcement agency (equivalent to Job Group ‘P’ in Kenya);
(ii) At least five (5) years of professional experience as examiner of questioned documents.
(iii) An officer working with police and/or working in forensic investigation Department, will have an added advantage;
(iv) Possess a Bachelors degree in Forensic Science from a university recognized in Kenya;
(v) Attended a Senior Management Course in a recognized institution;
(vi) Long term experience as a professional
(vii) Advanced diploma in Computer systems
(viii) Training in police science, criminology and law enforcement
(ix) Specific experience in classification and maintenance of finger print records including single digit record;
(x) Experience of examination of questioned finger prints and development and comparison of latent prints for tracing criminals and giving opinions;
(xi) Skilled knowledge to search finger print records for tracing criminals, absconders, and dead bodies;
(xii) Experience in capacity development and training in an international context, preferably in a post-conflict setting;
(xiii) Experience in Automated finger Identification System;
(xiv) Strong analytical ability and written and oral communication skills is a requirement;
(xv) Computer skills and strong knowledge of various software; and
(xvi) Knowledge of Arabic will be an added advantage.

**Job Title: Finance Management Officer - Grade 7 – One (1) Post - V/No. 16/2015**

Consolidated Technical Allowance (CTA): USD. 2,630 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: South Sudan National Police Service, Ministry of Interior, Juba, South Sudan

**Duties and Responsibilities**

The Finance Management Officer will directly support the Director of Finance, GHQ, SSNPS and NPSSS, Juba by way of twining with Controller of Accounts. Specific duties and responsibilities include:

(i) Development, implementation and evaluation of strategic plans for financial policies;
(ii) Development of general policy of finance and supervision of financial issues, inspection and coordination of functioning at State levels and GHQs;
(iii) Development of manual and computerized financial and accounting record
keeping system;
(iv) Collection of various types of reports from all Units at national and state levels;
(v) Keep separate record in respect of inward, outward documents, Circulars, 
Directives issued by concerned authorities from time to time;
(vi) Revenue management of all Units at national and state levels, particularly in 
respect of Directorate of Traffic, Directorate of Nationality Passport and 
Immigration of Police and Directorate of Production of Prisons;
(vii) Disbursement of money for salary, pensions and keep records in manual and 
digitized form of payrolls and pensions of officers and NCOs on non-effective 
list, waiting for pension policies, in accordance with approved budget, financial 
rules and policies and pension Policy;
(viii) Disbursement of money against operating and capital expenditure and keep 
records in manual and digitized form in accordance with the approved budget;
(ix) Maintain proper books of accounts, vouchers and documents in respects 
expenditure and its approval in accordance with budget execution;
(x) Submit documents to auditor/ internal auditor as and when required;
(xi) Preparing periodical financial and Bank reconciliation Statements;
(xii) Verify proper documentation, confirm all applicable rules and regulations have 
been adhered to, report irregularities in financial accounting and recommend for 
rectification of irregularities;
(xiii) Coordinate with the Controller of Accounts, Internal Auditor and Ministry of 
Finance for preparation and execution of annual budget at National and State 
levels;
(xiv) Organize training for capacity development of police and prisons personnel at 
national, State and county levels for preparation and execution of budget;
maintenance of books of accounts and cash management and cash flow and bank 
reconciliation statements etc.
(xv) Support the formulation of at least three (3) institutional policies; and
(xvi) Ensure comprehensive training of at least four (4) twins and improve work 
related performance.

Requirements for Appointment
(i) A Bachelor's Degree in any of the following areas: Economics; Mathematics and 
Statistics; Commerce (Finance or Accounting option); Business Management or 
any other relevant qualification from a university recognized in Kenya;
(ii) Have served in the Finance Officers’ cadre for a minimum period of six (6) years;
two of which must have been in Grade 7 (equivalent to Job Group ‘L’ in Kenya);
(iii) Relevant work experience in financial management and accountancy with added 
knowledge of book keeping, bank reconciliation and budgeting;
(iv) Experience of managing cash and bank accounts and its reconciliation;
(v) Computer operations and statistical and graphics software and proven
knowledge on the preparing comprehensive financial reports;

(vi) Experience in capacity development and training in an international context, preferably in a post-conflict setting;

(vii) Proven experience in partnership building and networking; and

(viii) Analytical ability and written and oral communication skills is a requirement.

NOTE: Possession of a Masters degree in Financial management, accountancy or a relevant field from a university recognized in Kenya will be an added advantage.

**Job Title: Telecommunication Officer - Grade 5 - One (1) Post - V/No. 17/2015**

Consolidated Technical Allowance (CTA): USD. 3,470 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: South Sudan National Police Service, Ministry of Interior, Juba, South Sudan

**Duties Responsibilities**

The Telecommunication Officer will directly support the Director of ICT, GHQ, SSNPS, Juba by way of twining with Radio System operators, Emergency Call Center. Specific duties and responsibilities include:

(i) Research and recommend information security/information assurance policies, principles, practices and standard operating procedures

(ii) Maintenance of radio communication network having HF, VHF and Data system in South Sudan

(iii) Functionality and operationalization of all Radio rooms established at county, state and national levels

(iv) Configure applications, monitor upgrading system software, hardware, and local peripherals updates; diagnose and resolve various equipment problems;

(v) Develop trouble shooting mechanism to solved hardware and software problems for resolution;
(vi) Maintain an adequate spare parts inventory of systems, subsystems, and component parts needed by users
(vii) Technical support to Emergency Call Center to establish effective response mechanism by Police Service to attend to emergency.
(viii) Developing and implementation of expansion plan of Radio network and Emergency Call Center in entire South Sudan
(ix) Enhance technical capacity of SSNPS for radio communication and administration including Hardware and Software maintenance, up gradation and Network Administrators
(x) Organize Basic, specialized and advance Trainings for radio Networking, Emergency Call Center, and Hardware and Software maintenance
(xi) To supervise work of colleagues and guide proper functioning of ICT directorate;
(xii) Support the formulation of at least three (3) institutional policies; and
(xiii) Ensure comprehensive training of at least four (4) twins and improve work related performance.

Requirements for Appointment

(i) Possess a Bachelor Degree in Information Technology, System Administration and Networking, Telecommunication or any other relevant qualification; 
(ii) Attended a Senior Management Course in a recognized institution; 
(iii) Advanced Diploma in Computers or equivalent qualifications: 
(iv) Minimum twelve (12) years relevant work experience in Information and Communication Technology, two of which must have been in Grade 5 (equivalent to Job Group ‘N’ in Kenya); 
(v) Specific knowledge of Access and SQL, system administration and networking; 
(vi) Experience of trouble shooting in software, hardware and equipment related issues; 
(vii) Experience in capacity development and training in software and hardware maintenance and upgrading and using of different types of software; 
(viii) Strong analytical ability and written and oral communication skills; and 
(ix) Computer skills and strong knowledge of various software.
**Job Title: Crime Analyst and Statistician - Grade 4 – One (1) Post - V/No. 18/2015**

Consolidated Technical Allowance (CTA): USD. 3,746 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: South Sudan National Police Service, Ministry of Interior, Juba, South Sudan

**Duties and Responsibilities**

The Crime Analyst and Statistician will directly support the Director of CID, GH SSNPS, Juba by way of twining with Crime Record Officer of CID GHQ, SSNPS, Juba in close collaboration with the UNDP Access to Justice and Rule of Law Project team the Expert. Specific duties and responsibilities include:

(i) Collection and compilation of monthly crime statistics data from all Police Stations at counties, State and National level;

(ii) preparation of quarterly analysis of the crime statistics at national and state level using graphs, charts, and tables, crime trend analysis;

(iii) Prepares, maintains and secures manual and electronic crime statistics data at national and state levels;

(iv) Develop mechanism for smooth dissemination of crime statistics data from police station to national level by use of radio mechanism;

(v) Develop and manage crime statistical database system integrity and security.

(vi) Train Crime Record Officers working at all levels and are responsible for the preparation and analysis of monthly crime statistics report at respective levels;

(vii) Support UNDP project team for compiling crime statistics, assess the statistics, analyze findings, and write comprehensive reports based on crime data for preparation and publication of quarterly crime statistics report.

(viii) Identify and interpret criminal activity patterns, seasonality, and trends and assist for the deployment of human and material resources.

(ix) Provide senior leadership at all levels to understand the crime statistics analysis to make policy decisions;

(x) Support the formulation of at least three (3) institutional policies; and

(xi) Ensure comprehensive training of at least four (4) twins and improve work related performance.
Requirements for Appointment

(i) Minimum fifteen (15) years of relevant work experience in criminal justice sector; with knowledge of basic principles and practices of investigation, field operations, crime prevention, and intelligence data gathering used in a law enforcement agency;

(ii) Five (5) years of professional experience working with police and/or working in Crime Investigation Department will be of added advantage (equivalent to Job Group ‘P’ in Kenya);

(iii) A Bachelors degree in Statistics from a university recognized in Kenya;

(iv) Advanced diploma in Computer systems;

(v) Training in police science, criminology and law enforcement

(vi) Attended a Senior Management Course in a recognized institution;

(vii) Specific experience in crime analysis and statistics with ability to review, classify, categorize, prioritize, and/or analyze data;

(viii) Experience of managing criminal data and providing high quality technical statistical analysis advice;

(ix) Computer operations and statistical and graphics software and proven knowledge on the crime trends analysis;

(x) Experience in capacity development and training in an international context, preferably in a post-conflict setting;

(xi) Proven experience in partnership building and networking;

(xii) Strong analytical ability and written and oral communication skills is a requirement Computer skills and strong knowledge of various software including Excel, PowerPoint and Word; and

(xiii) Excellent knowledge of English and ability to communicate clearly in written and spoken English.

NOTE: Knowledge of Arabic will be an added advantage
Job Title: National Platform for Peace and Reconciliation Coordinator
- Grade 5 - One (1) Post - V/No. 19/2015

Consolidated Technical Allowance (CTA): USD 3,470 per month
Terms of Service: Two (2) Years contract
International Travel: Two return air tickets per year for the two years duration
Annual Leave: Forty Five (45) calendar days per year
Work Station: South Sudan Peace and Reconciliation Commission, RSS, Juba, Central Equatoria State, South Sudan

Duties and Responsibilities

(i) Manages, coordinates and administers the day-to-day functions of the NPPR Secretariat, ensuring efficient and effective implementation of the Secretariat’s work plan;
(ii) Supports in strategic planning and budgeting processes of the Secretariat;
(iii) Ensures effective coordination and communication with internal and external partners
(iv) Supports in the development of secretariat work plans and budgets as well as their processes;
(v) Solicits input from the NPPR’s constituting members and external partner institutions to ensure work planning is consultative and inclusive;
(vi) Serves as the lead focal point to monitor progress against work plans in both narrative and financial forms;
(vii) Develops working papers, briefing notes and other knowledge pieces to help strengthen the organizational/administrate configuration and efficiency of NPPR’s business process;
(viii) Convenes and chairs weekly secretariat meetings and produces timely minutes of weekly meetings
(ix) Monitors implementation of key action points and ensure timely support is provided to the Secretariat’s working groups/processes to ensure effective implementation of the NPPR’s work plan and strategic objectives;
(x) Ensures new initiatives/activities are supported through internal peer-review and endorsement processes;
(xi) Serves as the lead focal point to monitor progress against work plans in both narrative and financial forms;
(xii) Upon request of the Secretariat Chairs, represents the NPPR at various events;
(xiii) Facilitates information flow amongst constituting working bodies of the Secretariat including Programme, Finance and Operations, Communications, constituting members and the Executive;

(xiv) Maintains regular contact with key external partners and initiatives, ensuring synergies are established amongst internal and external initiatives;

(xv) Oversees the production of regular monitoring/progress reports, briefing notes, financial reports and external communication pieces;

(xvi) Monitors all official NPPR communication through the NPPR email account and distribution lists;

(xvii) Develops and maintains an event calendar;

(xviii) Support the formulation of at least three (3) institutional policies;

(xix) Ensure comprehensive training of at least four (4) twins and improve work related performance;

(xx) Support the development of institutional strategic plans and framework; and

(xxi) Proficiency in computer applications.

Requirements for Appointment

(i) Corporate competencies:

- Demonstrate integrity by modeling International civil servant values, government and ethical standards
- Promote the vision, mission, and strategic goals of the Republic of South Sudan and its partners
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and
- Treats all people fairly without favoritism.

(ii) Functional competencies:

- Knowledge Management and learning:
- Promote a knowledge on sharing and learning culture in the office;
- In depth knowledge on programmatic functions of Government of South Sudan and Peace Commission; and
- Ability to advocate and provide policy advise and related to Peace and Reconciliation bringing peaceful co-existence for local communities across South Sudan.
(iii) Development effectiveness:

- Ability to support the facilitation of strategic programme planning, result-based management and reporting.
- Ability to assist implementation, monitoring and evaluation of program activities mobilize resources, create networks etc.
- Strong analytical skills combined with good judgment
- Discretion and sound reasoning in dealing with sensitive matters
- Ability to independently solve complex and challenging problems
- Strong IT/technical skills including e-mail, Excel, Word and Power Point applications
- Sound understanding of developmental strategies – particularly focusing on community empowerment and participation;

(iv) Management leadership:

- Demonstrate an ability to very quickly take on the leadership and managerial role for the implementation of the programme through negotiations, facilitation, team building and capacity development.
- Consistently approaches work with energy and a positive and constructive attitude
- Demonstrate strong oral and written communication skills
- Remain calm, in control and good humoured even under pressure
- Demonstrate openness to change and ability to manage complexities.

(v) Education:

- A Master degree in a relevant area including international development, business administration, management, international relations, conflict and/or peace studies, conflict analysis or law in a recognized university.

(vi) Experience:

- Minimum seven (7) years’ experience working on development projects in post-conflict settings with emphasis on Peace building, conflict management, resource-based conflict and support to war-affected populations (equivalent to Job Group ‘N’ in Kenya);
- Attended a Senior Management Course in a recognized institution;
- Demonstrated experience in the planning, management and/or evaluation of Conflict-Sensitive Development projects– preferably in the Sudanese context;
Experience working with the newly established government structures and diverse development partners.

Ability to establish and maintain effective working relations with government counterparts

(vii) Language requirements

Proficiency is required in English, Knowledge of Arabic or any South Sudanese languages is an advantage

Job Title: Database Officer (Conflict, Early Warning & Response Mechanism – CEWARN) - Grade 5 - One (1) Post - V/No. 20/2015

Consolidated Technical Allowance (CTA): USD. 3,470 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: South Sudan Peace & Reconciliation Commission, RSS, Juba, Central Equatoria State, South Sudan

Duties and Responsibilities

(i) Administers, manages and maintains all aspects of the CEWARN data collection and analysis processes including all ICT setup and management

- Provides technical support in procuring material and equipment to establish and administer the network;
- Oversees the equipping, installation and maintenance of all ICT equipment;
- Develops Standard Operating Procedures (SOPs) for data collection, information management, reporting and analysis processes;
- Supports in the identification of early warning indicators and develops strategies to track these;
- Produces regular briefing and policy notes based on the outcomes of data collection and analysis processes;
- Liaises with South Sudan’s information management working group structures; and
- Ensure adequate linkage between information collection/analysis and early warning / security responders (i.e., County Commissioners, chiefs/local leaders, SSNPS, etc).
(ii) Oversees all internal and external coordination, communications and representation roles and responsibilities

- Maintains a database of relevant stakeholders at county, state, national and international level;
- Overseas production of regular briefing notes, policy papers, presentations and other communication pieces;
- Convenes regular coordination meetings at county, state, national and international levels where/when necessary;
- Represents the SSPRC in national and international policy forums on CEWARN or other thematic topics related to the CEWARN mandate;

(iii) Provides technical and capacity building support to enhance the operational capacity and ownership of CEWARN in South Sudan

- Undertakes a skills need assessment vis-à-vis CEWARN capacities and devises a training plan to augment national capacities;
- Organizes regular trainings, workshops and other on-the-job training methodologies to transfer knowledge and skills;
- Provides strategic advisory and planning services including, work-planning, budgeting, strategic plan monitoring/development and other management-level support;

(iv) Support the formulation of at least three (3) institutional policies;
(v) Ensure comprehensive training of at least four (4) twins and improve work related performance;
(vi) Contribution to improve work ethics and public service delivery;
(vii) Support the development of institutional strategic plans and framework;
(viii) Perform other related duties as assigned

Requirements for Appointment

(i) Corporate competencies
- Demonstrate integrity by modeling International civil servant values, government and ethical standards
- Promote the vision, mission, and strategic goals of the Republic of South Sudan and its partners
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability and
- Treats all people fairly without favoritism

(ii) Functional competencies:
- Knowledge Management and learning:
- Promote a knowledge on sharing and learning culture in the office
• In depth knowledge on programmatic functions of Government of South Sudan and Peace Commission
• Ability to advocate and provide policy advises and related to Peace and Reconciliation bringing peaceful co-existence for local communities across South Sudan.

(iii) **Development effectiveness:**

• Ability to support the facilitation of strategic programme planning, result-based management and reporting.
• Ability to assist implementation, monitoring and evaluation of program activities mobilize resources, create networks etc.
• Strong analytical skills combined with good judgment
• Discretion and sound reasoning in dealing with sensitive matters
• Ability to independently solve complex and challenging problems
• Strong IT/technical skills including e-mail, Excel, Word and Power Point applications
• Sound understanding of developmental strategies – particularly focusing on community empowerment and participation;

(iv) **Management leadership:**

• Demonstrate an ability to very quickly take on the leadership and managerial role for the implementation of the programme through negotiations, facilitation, team building and capacity development.
• Consistently approaches work with energy and a positive and constructive attitude
• Demonstrate strong oral and written communication skills
• Demonstrate openness to change and ability to manage complexities.

(v) **Education:**

• A Bachelor degree in Information Computer Technology (ICT) or equivalent qualifications from a university recognized in Kenya;
• Possess a Diploma in Database Management, international development, business administration from a recognized institution; and
• Attended a Senior Management Course in a recognized institution.

(vi) **Experience:**

• Minimum seven (7) years’ experience working on administering database systems, Data analysis in government settings of non-governmental organizations in post-conflict countries (equivalent to Job Group ‘N’ in Kenya);
• Demonstrated training skills, experience in the Servicing and Management of Computers and server networks planning, Installations.
• Experience working with e newly established government structures and diverse development partners.
• Ability to establish and maintain effective working relations with government counterparts

(vii) **Language requirements**
• Proficiency is required in English, Knowledge of Arabic or any South Sudanese languages is an advantage

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**Job Title: Human Resource Development Officer - Grade 7 – Three (3) Posts - V/No. 21/2015**

Consolidated Technical Allowance (CTA): USD. 2,630 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: State Ministry of Labour, Public Service and Human Resource Development, Eastern Equatoria, Western Bahr el Ghazal and Lakes States, Republic of South Sudan

**Duties and Responsibilities**

The Human Resource Development Officer will be deployed in Eastern Equatoria, Western Bahr-el-Ghazal and Lakes States respectively. He/she will be responsible for coaching and mentoring directorate of Labour staffs on effective performance and service delivery in the area of the directorate mandate. The duties and responsibilities are:

(i) Conduct training needs assessment (TNA) and advise the ministry on the way forwards;
(ii) Develop project proposal on capacity building and training for both the counties and HQs;
(iii) Develop modules for capacity building;
(iv) Update on the job descriptions;
(v) Train HRD staff on data base and performance appraisal management;
(vi) Organizing both the internal and external training programme;
(vii) Training staffs on writing annual report;
(viii) Development of terms and conditions of service for the States civil service;
(ix) Collect bargaining and negotiation agreements with any trade union;
(x) Management of compliment control, salaries and pension;
(xi) Human resource management control, salaries and procedures;
(xii) Application and interpretation of resource management policies, regulations, procedures and systems; and
(xiii) Human Resource Management in the areas of recruitment, promotions, discipline, placement and staffs welfare.
(xiv) Support the formulation of at least three (3) institutional policies;
(xv) Ensure comprehensive training of at least four (4) twins and improve work related performance; and
(xvi) Support the development of institutional strategic plans and framework.

Requirements for Appointment
(i) Possess a Bachelor’s Degree in Social a Science from a University recognized in Kenya;
(ii) A post-graduate qualification in Human Resource Management/ Business Administration or its equivalent;
(iii) Must have served for a minimum period of six (6) years in the Civil Service; two (2) of which should have been in Grade 7 (equivalent of group ‘L’ in Kenya).
(iv) Have demonstrated professional competencies in handling Human Resource matters;
(v) Be computer literate – MS Office suit;
(vi) Have excellent communication competencies;
(vii) Have good command in English Language; and
(viii) Have excellent interpersonal competencies.
Job Title: Establishment Officer – Grade 7 – Six (6) Posts V/No.22/2015

Consolidated Technical Allowance (CTA): USD. 2,630 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: State Ministry of Labour, Public Service and Human Resource Development in Western Equatoria, Western Bahr el Ghazal, Northern Bahr el Ghazal, Warrap and Lakes State, Republic of South Sudan

Duties and Responsibilities

The Establishment Officer will be deployed in Western Equatoria, Western Bahr-el-Ghazal, Northern Bahr-el-Ghazal, Warrap and Lakes States. He/she will be responsible for coaching and mentoring directorate of Labour staffs on effective performance and service delivery in the area of the directorate mandate. The duties and responsibilities are:

(i) To train all establishment officers both at the ministry and counties especially on management system and grading;
(ii) Give basic computer skill to all the establishment officers do that they can manage the payroll system in various departments;
(iii) To assist in developing criteria to establishment officers on recruitments, appointment and promotions;
(iv) To assist in producing salary structures as from 1980 – 2004;
(v) To organize quarterly meetings with the staffs to hear their progressive reports;
(vi) Train staffs in how to fill records of service and report writing;
(vii) Support the formulation of at least three (3) institutional policies; and
(viii) Ensure comprehensive training of at least four (4) twins and improve work related performance.

Requirements for Appointment

(i) Possess a Bachelors Degree in Human Resource Management/ Business Administration, Public Administration or a relevant field from a university recognized in Kenya;
(ii) Have served in the field of Establishment Consultancy in the Civil Service for at least six (6) years, two of which must be in Grade 7 (equivalent to Job Group ‘L’ in Kenya)

(iii) Attended an Establishment/ Management course;

(iv) A person of high integrity;

(v) Proficient in computer applications;

(vi) Have excellent interpersonal skills and competencies; and

(vii) Be courteous, a good team player with ability to get well with diverse workforce.

Job Title: Labour Officer - Grade 7 - Two (2) Posts - V/No. 23/2015

Consolidated Technical Allowance (CTA): USD. 2,630 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: State Ministry of Labour, Public Service and Human Resource Development in Warrap and Lakes States, Republic of South Sudan

Duties and Responsibilities

The Labour Officer will be deployed in Warrap and Lakes States. He/she will be responsible for coaching and mentoring directorate of Labour staff on effective performance and service delivery in the area of the directorate mandate. The duties and responsibilities are:

(i) Formulation of labour policies;
(ii) Operationalizing of modules which were developed and left halfway by the former Civil Service Support Officer (CSSO);
(iii) Conduct training on labour laws or regulations;
(iv) Promotion of employer/ employee relations;
(v) Investigation and conciliation of trade disputes;
(vi) Inspection of wages, terms and conditions of employment;
(vii) Labour laws, policies, industrial relations matters and ILO instruments on labour administration;
(viii) Investigation of labour related offenses and prosecution of offenders in courts of law.
(ix) Develop procedures for job seekers employment and registration;
(x) Train staff on database and statistics and record management; and ILO Conventions;
(xi) Support the formulation of at least three (3) institutional policies; and
(xii) Ensure comprehensive training of at least four (4) twins and improve work related performance.

Requirements for Appointment

For appointment to this position, an officer must;

(i) Have a Bachelor’s Degree in any Social Science/ Business Administration or Bachelor of Laws from a university recognized in Kenya;
(ii) Have served for a minimum period of six (6) years in the Civil Service, two of which must be in Grade 7 (equivalent to Job Group ‘L’) in Kenya;
(iii) Have a Post Graduate qualification in either Labour/Industrial Relations, Human Resource Management or Law from a recognized institution;
(iv) Proficiency in computer applications;
(v) attended a Senior Management Course in a recognized institution;
(vi) Have good communication competencies; and
(vii) Able to work with diverse workforce.

Job Title: Medical Officer - Grade 3 – One (1) Post - V/No. 24/2015

Consolidated Technical Allowance (CTA): USD. 4,023 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: State Ministry of Health, Central Equatoria State, Juba, Republic of South Sudan

Duties and Responsibilities

The Medical Officer will be responsible for coaching and mentoring Medical Personnel in one of the hospital assigned by the State Ministry of Health, Central Equatoria State – Juba by proving guidance and training of young doctors and technical support cadres’
and the management of various conditions in this discipline. Specifically, key responsibilities will entail providing guidance and advise on;

(i) Effective operations of health institutions, health centers and hospital/dispensaries;
(ii) Hospital/dispensary development planning;
(iii) Provision of specialized services in any of the various disciplines in medicine, surgery and dentistry and other recognized specialties;
(iv) Provision of specialized care in a specialized unit at the State hospital; and
(v) Management of medical stores and/or plant and equipment in use in the relevant specialization.
(vi) Support the formulation of at least three (3) institutional policies;
(vii) Ensure comprehensive training of at least four (4) twins and improve work related performance; and
(viii) Support the development of institutional strategic plans and framework.

Requirements for Appointment
For appointment to this grade, an officer must;

(i) Have a Masters degree in medicine/Dental surgery with specialization in either General Surgery, Orthopedic surgery, pediatrician, pediatrician surgery, physician (general medicine), radiologist, anesthetist, pathology, microbiology, parasitology, have served at the level of Senior Medical/Dental Officer for a minimum period of three (3) years in the specialty;
(ii) Have demonstrated administrative capabilities and an acceptable degree of professional competence be a registered member of a recognized medical professional body;
(iii) Have served in the medical profession in civil service for a period of not less than eighteen (18) years two of which must have been in Grade 3 (equivalent to Job Group ‘Q’ in Kenya);
(iv) Have attended a Strategic Leadership Course in a recognized institution;
(v) Be a team player, with ability to get well with diverse workforce;
(vi) Have excellent interpersonal competencies;
(vii) Proficiency in computer applications;
(viii) Have demonstrated professionalism and integrity in work performance; and
(ix) Have demonstrated organizational, managerial and administrative competencies.
Job Title: Registered Nurse - Grade 7 – Two (2) Posts - V/No.25/2015

Consolidated Technical Allowance (CTA): USD. 2,630 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: State Ministry of Health in Western Equatoria and Central Equatoria States, Republic of South Sudan

Duties and Responsibilities

The Registered Nurse will be responsible for coaching and mentoring Nurse Personnel in the Central Equatoria and Western Equatoria State hospitals under the state Ministry of Health institutions. Specifically, the duties and responsibilities will entail providing guidance and advice on;

(i) Provision, supervision and planning of Nursing care of patients at an out-patient department or wards in a hospital;
(ii) Assessment of patients’ needs for nursing, diagnosis and process;
(iii) Verification and maintenance of information relating to patient admissions;
(iv) Ordering and keeping of record of drugs and other supplies as well as guiding, supervising and counselling staff performing routine duties
(v) Support the formulation of at least three (3) institutional policies;
(vi) Ensure comprehensive training of at least four (4) twins and improve work related performance; and
(vii) Support the development of institutional strategic plans and framework.

Requirements for Appointment

For the appointment to this grade, a candidate must:

(i) Possess a Diploma in Nursing from a recognized health institution;
(ii) Have successfully completed at least three (3) years pre-service training from a recognized Medical Training Centre;
(iii) Be Registered by the Nursing Council of Kenya;
(iv) have served in the field of nursing in the civil service for a minimum period of six (6) years, two of which must be in Grade 6 (equivalent to Job Group ‘L’ in Kenya);
(v) Proficiency in computer applications – Microsoft Office; and
(vi) Excellent interpersonal skills and competencies.
Job Title: Records Management Officer - Grade 8 – One (1) Post - V/No. 26/2015

Consolidated Technical Allowance (CTA): USD. 2,630 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: State Secretariat’s Headquarters, Western Equatoria State – Yambio, Republic of South Sudan

Duties and Responsibilities

The Records Management Officer will be deployed in the Governor’s Office, Western Equatoria State, Yambio. Specific duties and responsibility include:

(i) Training the General Secretariat staff on communication and records management;
(ii) Establishment of functional registry;
(iii) Archiving and documentation;
(iv) Setting up and arranging files in systematic and orderly per issued and receipt dates for easy allocation;
(v) Usage of modern equipment and technology such as computer, internet browsing and e-mails usage;
(vi) Securing of documents and information.
(vii) Support the formulation of at least three (3) institutional policies;
(viii) Ensure comprehensive training of at least four (4) twins and improve work related performance; and
(ix) Support the development of institutional strategic plans and framework.

Requirements for Appointment

For appointment to this grade, an officer must have;

(i) A Diploma in records/ documentation management library science or equivalent qualifications from a recognized institution;
(ii) Ordinary Level Certificate/ Division II or its equivalent;
(iii) A Certificate in computer Applications (Windows, MS – Words, Excel, Access and Internet) from a recognized institution;
(iv) Have served for a minimum period of six (6) years in the civil service, two of which must be in Grade 8 (equivalent to Job Group ‘J’ in Kenya);
(v) Have demonstrated professional competence in work performance and results;
(vi) Have excellent interpersonal skills and competencies; and
(vii) Be courteous, a good team player with ability to get well with diverse workforce.

Job Title: Surveyor - Grade 4 – One (1) Post - V/No. 27/2015

Consolidated Technical Allowance (CTA): USD. 3,746 per month
Terms of Service: Two (2) Years contract
International Travel: Two return air tickets per year for the two years duration
Annual Leave: Forty Five (45) calendar days per year
Work Station: State Ministry of Physical Infrastructure and Public Utilities, Western Equatoria State, Yambio, Republic of South Sudan

Duties and Responsibilities

(i) Advise the ministry on matters/ issues relating to land surveying;
(ii) Train staff of the Directorate of Land Survey and Town Planning on Planning in GIS Software so as to facilitate town mapping processes and Developing management database for town survey and planning in Western Equatoria State;
(iii) Prepare and maintain town maps, reports and legal description of surveys in Western Equatoria State;
(iv) Verify the accuracy of survey data, including measurements and calculations conducted at survey sites;
(v) Develop/ record the results of surveys, including the shape, contour, location elevation and dimensions of land or land features;
(vi) Coordinate findings with the work of engineering and architectural personnel, clients and others concerned with the land matters
(vii) Determine longitudes and latitudes of important features and boundaries in survey towns/ areas using theodolites, transits, level and satellite-based global positioning system (GPS);
(viii) Assist in training the assistants and helpers, and direct their work in such activities as performing surveys or drafting maps.
(ix) Develop criteria for survey methods and procedures, design and modification of survey instruments;

(x) Conduct research in surveying and mapping methods, using knowledge of techniques of photogrammetric map compilation and electronic data processing;

(xi) Survey bodies of water drainage in order to determine navigation channels and to secure data for construction of breakwaters, drainage line and so forth.

(xii) To develop the manuals for land survey and train county land surveyor officers

(xiii) To assist in practical surveying of towns in Western Equatoria;

(xiv) Field and associated computations of simple final checking of all surveys undertaken under the existing Land Registry Acts of Parliament;

(xv) Cadastral surveys such as new grants, subdivisions, relocation and re-establishment of beacons and Engineering and topographical surveys

(xvi) Control and mapping such as photo-control for large scale mapping and topographical surveys for medium scale mapping at 1:50,000 scale; and

(xvii) Field completion surveys and map revision

(xviii) Support the formulation of at least three (3) institutional policies;

(xix) Ensure comprehensive training of at least four (4) twins and improve work related performance; and

(xx) Support the development of institutional strategic plans and framework.

Requirements for Appointment

(i) Possess a BSc. Degree in Physics, Mathematics, Geography or cognate subjects with post Diploma in Land Survey or Master degree in Survey or equivalent of it from recognized university with at least fifteen (15) years’ work experience in land survey (equivalent to Job Group ‘P’ in Kenya);

(ii) Be a registered member of the institution of Surveyors (Land Surveyors chapter) of respect countries;

(iii) attended a Senior Management Course in a recognized institution;

(iv) Proven track record of surveying major towns;

(v) Knowledge of the practical application of engineering science and digital technology. This includes applying principles, techniques, procedures, and equipment to design and plan for the survey of Yambio town and other towns in Western Equatoria State;

(vi) Experience in capacity development and/or Land Reform will be an added advantage;

(vii) Working experience in post-conflict environment will be an asset and/or elsewhere in Africa will be advantageous; and

(viii) Demonstrated history of providing training, coaching and mentoring will be an added advantage.
Job Title: Civil Engineer - Grade 3 – One (1) Post - V/No. 28/2015

Consolidated Technical Allowance (CTA): USD. 4,023 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: State Ministry of Physical Infrastructure and Public Utilities, Western Equatoria State, Yambio, Republic of South Sudan

Duties and Responsibilities

(i) Preparation of structural or civil designs as well as Bills of Quantities (BOQs);
(ii) Participation in all constructional works;
(iii) Support the Civil Aviation Directorate in the maintenance of the runway;
(iv) Develop the policies of infrastructure in the state;
(v) Capacity building to the technicians in Roads and Bridges, Housing and construction Directorates;
(vi) Support the formulation of at least three (3) institutional policies including a policy on road toll;
(vii) Ensure comprehensive training of at least four (4) twins and improve work related performance; and
(viii) Support the development of institutional strategic plans and framework.

Requirements for Appointment

(i) Possess a Master Degree in Civil Engineering from a university recognized in Kenya;
(ii) Be registered by a civil engineering council;
(iii) attended a Strategic Leadership course in a recognized institution;
(iv) Practicing civil engineering for the last eighteen (18) years of experience (equivalent to Job Group ‘Q’ in Kenya);
(v) Familiar with the latest civil engineering computer application and recent technological advancement in civil engineering world; and
(vi) Coaching and Mentoring experience in post conflict scenario will be an added advantage.
Job Title: Standards Officer (Commerce, Trade and Investment) - Grade 5 – One (1) Post - V/No.29/2015

Consolidated Technical Allowance (CTA): USD. 3,470 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: State Ministry of Commerce, Trade and Investment, Western Equatoria State – Yambio, Republic of South Sudan

Duties and Responsibilities

Standard Officer will be deployed in Western Equatoria State – Yambio. Specific duties and responsibilities include:

(i) Support the development of institutional strategic plans and framework;
(ii) Train ministry staff in management of market standards;
(iii) Initiate formulation of the State Market standard policy of document;
(iv) Train staff in establishment and maintenance of accurate database on market standards;
(v) Train staff in market standards and control mechanism
(vi) Provide training in consumer safety and protection
(vii) Support the formulation of at least three (3) institutional policies; and
(viii) Ensure comprehensive training of at least four (4) twins and improve work related performance.

Requirements for Appointment

(i) Possess BSc. degree in Standards or related field from a university recognized in Kenya;
(ii) Served in the grade of Chief Standard Officer or in a comparable position in the Public Service for at least twelve (12) years (equivalent to Job Group ‘N’ in Kenya);
(iii) Familiar with policy development for market standards; and
(iv) Proficiency in computer applications.
Job Title: Safety & Quality Assurance Officer - Grade 5 – One (1) Post - V/No. 30/2015

Consolidated Technical Allowance (CTA): USD 3,470 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: State Ministry of Commerce, Trade and Investment, Western Equatoria State – Yambio, Republic of South Sudan

Duties and Responsibilities

Standard Officer will be deployed in Western Equatoria State – Yambio. The duties and responsibilities are:

(i) Assist in maintenance of standards practices in Western Equatoria State;
(ii) Preparation of standards relating to products, measurements, materials, processes etc. and their products at State, national, regional and international levels;
(iii) Certification of industrial products;
(iv) Assistance in the production of quality goods, quality inspection of imports at port of entry to the State;
(v) Improvement of measurement accuracies and dissemination of information relating to standards.
(vi) Train staff in identifying counterfeit and substandard market commodities, control management and disposal of counterfeit goods, production, brands, labeling, packaging, trademark and originality of goods, dumping control mechanism, identifying, restricting and prohibition of goods in various forms (such as powder, ornaments, souvenir and establishment of effective database on safety and quality assurance.
(vii) Support the formulation of at least three (3) institutional policies;
(viii) Ensure comprehensive training of at least four (4) twins and improve work related performance; and
(ix) Support the development of institutional strategic plans and framework.
Requirements for Appointment
For secondment to this grade, an officer must have:-

(i) Served in the grade of Chief Quality Assurance and Standards Officer or in a comparable position in the Public Service for at least three (3) years (equivalent to Job Group ‘N’ in Kenya);
(ii) Possess a Bachelor degree in Commerce/Science in Weight and Measurement/Standards or related field from a university recognized in Kenya;
(iii) Attended a Senior Management Course in a recognized institution; and
(iv) proficiency in computer applications; and
(v) Have demonstrated professional competence in work performance and results.

Job Title: Public Finance Management (PFM) Officer - Grade 7 – One (1) Post - V/No. 31/2015

Consolidated Technical Allowance (CTA): USD. 2,630 per month
Terms of Service: Two (2) Years contract
International Travel: Two return air tickets per year for the two years duration
Annual Leave: Forty Five (45) calendar days per year
Work Station: States Ministry of Finance, Commerce and Economic Planning, Western Equatoria State, Republic of South Sudan

Duties and Responsibilities
Under the direct supervision of the Director General of the State Ministry of Finance, Commerce and Economic Planning in the Western Equatoria States. The Public Financial Management Officer will undertake the following tasks;

(i) Develop mechanisms to enforce proper internal control, monitoring and evaluation for efficient utilization of budgetary resources to realize value for money and analysis of macroeconomic performance
(ii) Develop mechanisms for effective management of Information and Communication Technology (ICT) as a means for improving business processes of the ministry.
(iii) Develop policy on a wide range of issues but not limited to revenue reform, tax policy, procurement, government investment and private sector development that will enhance economic growth, create employment, reduce poverty and strengthen governance in a sustainable manner
(iv) Support in enhancing efficiency and effectiveness of tax administration by establishing procedures aimed at improving tax payer services and education thereby increasing the rate of compliance.

(v) Develop strategies to strengthen internal control, audit functions, and the staff appraisal system.

(vi) Develop policies on public procurement and streamline procurement system in the state.

(vii) Support state development planning and budgeting processes as well as putting in place effective Monitoring and Evaluation system.

(viii) Coach and mentor twin staff in all related skills mentioned above.

(ix) Providing technical assistance and backstopping to PFM staff and teams in order to ensure that reformed work practices are introduced smoothly and day to day activities are carried out efficiently;

(x) Extending robust strategic and technical advice to government on public financial management with a focus on budget and planning, revenue generation and public sector accounting;

(xi) Conducting a Gap Analysis of the financial management system with regards to the existing AF MIS, donors practice, budget guidelines with regards to operating and development budget, and other related areas;

(xii) Ensuring that UNDP support contributes to the improvement of accountability and transparency in the country by reviewing the internal controls in place in government institutions and advising on changes as necessary;

(xiii) Liaising, coordinating and participating in the dialogue regarding the budget modernization activities agreed between the national government and sub-national government;

(xiv) Design and implement monitoring and evaluation tools and report on all Public Financial Management, Accountability and transparency activities in the state;

(xv) Assisting and training national counterparts in creating the tools necessary to support improved budget preparation, budget execution and audit processes;

(xvi) Support development of standard training manual on domestic resource mobilization and accountability; and

(xvii) Ensure comprehensive training of at least four (4) twins and improve work related performance.
Requirements for Appointment
The successful candidate should have the following skills, experience and qualifications:

(i) Possess a Bachelors’ Degree in Accounting, Business Administration (accounting option), Economics or relevant a field;

(ii) Minimum six (6) years’ work experience in Public Financial Management in the civil service; two of which must be in Grade 7 (equivalent to Job Group ‘L’ in Kenya);

(iii) Minimum of 3 years’ technical expertise in Revenue Administration/Taxation;

(iv) Working experience with ministry of fiancé or revenue institution is a pre-requisite for this post;

(v) Experience in capacity development, organizational development and/or Public Administration Reform a plus;

(vi) Demonstrated history of providing training, coaching and mentoring to local counterpart staff a plus; and

(vii) Excellent communication and interpersonal skills.

Job Title: Child Protection and Social Welfare Officer - Grade 7 - Two (2) Posts - V/No. 32/2015

Consolidated Technical Allowance (CTA): USD. 2,630 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: State Ministry of Gender, Child and Social Welfare, Eastern Equatoria and Western Equatoria States, Republic of South Sudan

Duties and Responsibilities

Child Protection and Social Welfare Officer will be deployed in Eastern Equatoria and Western Equatoria, States. Specific duties and responsibilities include:

(i) Support the development of institutional strategic plans and framework;

(ii) Coordinating child and social welfare system development including mainstreaming, regular reporting & planning, develop standard operating procedures and programming;

(iii) Dealing with and separated children and children affected by arm conflict;
(iv) Ensuring Justice for children and children leaving with disabilities and living in the street;
(v) Case management, psycho socio support, reintegration, data base system approach development;
(vi) Undertaking Advocacy for people with special needs and to promote their rights to welfare (politically, socially and economically);
(vii) Undertaking gender mainstreaming in programmes, project/sectors and related issue, Gender equality and women economic empowerment
(viii) Undertaking awareness raising, community mobilization and empowerment strategies.
(ix) Support the formulation of at least three (3) institutional policies; and
(x) Ensure comprehensive training of at least four (4) twins and improve work related performance.

Requirements for Appointment

(i) Possess a Bachelors’ Degree in Social Sciences, preferably, sociology, policy research and analysis from a university recognized in Kenya;
(ii) At least six (6) years of relevant professional work experience, two of which must be n Grade 7 (equivalent to Job Group ‘L’ in Kenya);
(iii) Should have worked in the Civil Service as Child Protection and Social Welfare Officer;
(iv) Background/familiarity with gender mainstreaming;
(v) Able to work effectively in a multi-cultural environment;
(vi) Sets high levels of work performance; and
(vii) Proficiency in computer applications.

Job Title: English Language Tutor - Grade 7 - One (1) Post- V/No. 33/2015

Consolidated Technical Allowance (CTA): USD. 2,630 per month
Terms of Service: Two (2) Years contract
International Travel: Two return air tickets per year for the two years duration
Annual Leave: Forty Five (45) calendar days per year
Work Station: State Ministry of Education, Science and Technology, Western Bahr el Ghazal State, Wau, Republic of South Sudan
Duties and Responsibilities

The English Language Tutor will be deployed in the state Ministry of Education, Science and Technology, Western Bahr el Ghazal State, Wau. The specific duties and responsibilities will include:

(i) Contribute to the development, evaluation and monitoring of the policies, syllabuses and schemes of work of the state ministry of education, science and technology;
(ii) Assisting and training teachers in Western Bahr el Ghazal State on English language and by developing their capacities in teaching skills;
(iii) Planning lessons in accordance with National Ministry of Education, Science and Technology,
(iv) Support the use of ICT within the English curriculum;
(v) Provision of constructive oral and written feedback, with clear targets for future learning;
(vi) Support the formulation of at least three (3) institutional policies, and
(vii) Ensure comprehensive English language training of teachers in Western Bahr el Ghazal State and improve English Language performance.

Requirements for Appointment

(i) Possess a Bachelor’s Degree in Education with special focus on English Language from a university recognized in Kenya;
(ii) Experience in adult teaching;
(iii) Tutoring or teaching experience not less than six (6) years, two of which must be in Grade 7 (equivalent to Job Group ‘L’ in Kenya);
(iv) Excellent Communication skills both written and verbal;
(v) Excellent Instruction skills; and
(vi) patience and creativity skills, among others.
Job Title: Food Value Addition Officer - Grade 5 – One (1) Post – V/No. 34/2015

Consolidated Technical Allowance (CTA): USD. 3,470 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: State Ministry of Agriculture, Cooperative and Environment, Western Equatoria State – Yambio, Republic of South Sudan

Duties and Responsibilities

Food Value Addition Officer will be deployed in Western Equatoria State – Yambio. The duties and responsibilities a include:

(i) Advising counterpart in ministry of all crop protection and management issues;
(ii) Advising and training the staffs within the ministry on the seeds and crop selection and methodology of value addition or processing;
(iii) Assist in the process of training women farmers in value addition processes advocacy and strategy in the community of Western Equatoria State;
(iv) Advise on how to strengthen the implementation of the strategies aimed at addressing macronutrients, malnutrition control and relevant briefs and tools that can be used at the state;
(v) Advise, identify markets and train communities on how to develop relationship with other food processing industries and research institutions;
(vi) Support the formulation of at least three (3) institutional policies; and
(vii) Ensure comprehensive training of at least four (4) twins and improve work related performance.

Requirements for Appointment

(i) Possess a Bachelors degree in either Crop production and/or protection, Plant Sciences or a related field from a university recognized in Kenya;
(ii) At least twelve (12) years’ experience working in food value addition and food processing (equivalent to Job Group ‘N’ in Kenya);
(iii) Attended a Senior Management Course in a recognized institution;
(iv) Knowledge and understanding of the work of civil service at national governments and extent of experience in providing policy advice at local and national levels on food value addition and food processing;

(v) Proficiency in computer application; and

(vi) Able to work well with a diverse workforce.

Job Title: Obstetrician & Gynaecologist - Grade 3 – One (1) Post - V/No. 35/2015

Consolidated Technical Allowance (CTA): USD. 4,023 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: State Ministry of Health, Western Equatoria States, Republic of South Sudan

Duties and Responsibilities

The Obstetrician and Gynaecologist who provide medical care related to pregnancy or childbirth and those who diagnose, treat, and help prevent diseases of women, particularly those affecting the reproductive system. May also provide general medical care to women.

(i) Plan, implement, or administer health programs in hospitals, businesses, or communities for prevention and treatment of injuries or illnesses;

(ii) Conduct research to develop or test medications, treatments, or procedures to prevent or control disease or injury;

(iii) Collect, record, and maintain patient information, such as medical histories, reports, and examination results;

(iv) Treat diseases of female organs;

(v) Care for and treat women during prenatal, natal, and postnatal periods;

(vi) Prescribe or administer therapy, medication, and other specialized medical care to treat or prevent illness, disease, or injury;

(vii) Perform cesarean sections or other surgical procedures as needed to preserve patients' health and deliver babies safely;

(viii) Analyze records, reports, test results, or examination information to diagnose medical condition of patient;

(ix) Explain procedures and discuss test results or prescribed treatments with patients;
(x) Monitor patients’ conditions and progress and re-evaluate treatments as necessary;
(xi) Advise patients and community members concerning diet, activity, hygiene, and disease prevention;
(xii) Refer patient to medical specialist or other practitioner when necessary;
(xiii) Direct and coordinate activities of nurses, students, assistants, specialists, therapists, and other medical staff;
(xiv) Consult with or provide consulting services to other physicians; and
(xv) Prepare government and organizational reports on birth, death, and disease statistics, workforce evaluations, or the medical status of individuals.

Requirements for Appointment

(i) Possess a Bachelor of Medicine degree from a university recognized in Kenya;
(ii) At least eighteen (18) years’ experience in medicine in civil service; and worked at a national hospital as gynecologist (equivalent to Job Group ‘Q’ in Kenya);
(iii) Attended a Strategic Leadership Development Course in a recognized institution;
(iv) Registered and certified by the National Board of Obstetrics and Gynecology;
(v) Experience in lecturing will be an added advantage;
(vi) attended a Strategic Leadership Development Course in a recognized institution;
(vii) Proficiency in computer application.

Job Title: Surgeon - Grade 3 – One (1) Post - V/No. 36/2015

Consolidated Technical Allowance (CTA): USD.4,023 per month
Terms of Service: Two (2) Years contract
International Travel: Two return air tickets per year for the two years duration
Annual Leave: Forty Five (45) calendar days per year
Work Station: State Ministry of Health, Western Equatoria State, Republic of South Sudan

Duties and Responsibilities

The Surgeons will be responsible for coaching and mentoring young medical personnel in the Yambio State Hospital, Ministry of Health, Western Equatoria State. The responsibilities and duties are:

(i) Conduct research to develop and test surgical techniques that can improve operating procedures and outcomes;
(ii) Ensuring adherence to established surgical techniques during the operation;
(iii) Examine patient to obtain information on medical condition and surgical risk;
(iv) Operate on patients to correct deformities, repair injuries, prevent and treat diseases, or improve or restore patients' functions;
(v) Analyze patient's medical history, medication allergies, physical condition, and examination results to verify operation's necessity and to determine best procedure;
(vi) Prescribe preoperative and postoperative treatments and procedures, such as sedatives, diets, antibiotics, and preparation and treatment of the patient's operative area;
(vii) Diagnose bodily disorders and orthopedic conditions and provide treatments, such as medicines and surgeries, in clinics, hospital wards, and operating rooms;
(viii) Provide consultation and surgical assistance to other physicians and surgeons;
(ix) Direct and coordinate activities of nurses, assistants, specialists, residents, and other medical staff;
(x) Refer patient to medical specialist or other practitioners when necessary;
(xi) Prepare case histories;
(xii) Manage surgery services, including planning, scheduling and coordination, determination of procedures, and procurement of supplies and equipment; and
(xiii) Examine instruments, equipment, and operating room to ensure sterility.

**Requirements for Appointment**

(i) Postgraduate degree or Diploma in surgery from a university recognized in Kenya;
(ii) At least eighteen (18) years’ experience in medicine in civil service; and worked as a surgeon in a national hospital as a civil servant (equivalent to Job Group ‘Q’ in Kenya);
(iii) Attended a Strategic Leadership Development Course in a recognized institution;
(iv) Registered with national Surgeon/ medical Council or Board;
(v) Have demonstrated managerial, administrative and professional competencies in work performance;
(vi) Have excellent interpersonal skills and competencies;
(vii) Able to work with diverse workforce; and
(viii) Proficiency in computer applications.
Job Title: Parliamentary Legal Drafter - Grade 4 - One (1) Post - V/No. 37/2015

Consolidated Technical Allowance (CTA): USD. 3,746 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: State Legislative Assembly, Western Equatoria State - Yambio, Republic of South Sudan

Duties and Responsibilities

The Parliamentary Legal Drafter will be deployed in Western Equatoria State – Yambio.

Specific duties and responsibilities include:

(i) Support the development of institutional strategic plans and framework;
(ii) To support the development of guidelines on private member bills: procedures for introducing private members bill in parliament; purpose, application, and effect of private member bills.
(iii) Reviewing legal documents/ instruments, opinions and briefs;
(iv) Legal action where necessary to protect the interest of State Legislative Assembly in pursuance of its mandate;
(v) Undertaking legal Litigation matters and legal legislative drafting;
(vi) Legal and legislative drafting;
(vii) Legal support services to the programmes in which the State Legislative Assembly will involves;
(viii) Preparation of drafts and negotiation of contracts, leases, formal agreements and other legal instruments between the State Legislative Assembly and other parties;
(ix) Settlement and arbitration of disputes to protect organizational interests;
(x) Entrenching good corporate governance practices to enhance organizational effectiveness.
(xi) Support the formulation of at least three (3) institutional policies; and
(xii) Ensure comprehensive training of at least four (4) twins and improve work related performance.
Requirements for Appointment

(i) Possess a Bachelor of Law (LLB) degree from a University university recognized in Kenya;

(ii) Minimum of fifteen (15) years as a legal officer, and at least five years in legal drafting (equivalent to Job Group ‘P’ in Kenya);

(iii) Been admitted as an advocate of the high court;

(iv) Have attended Post graduate diploma in law or its equivalent from a recognized institution;

(v) Proficiency in computer applications;

(vi) Have demonstrated managerial, administrative and professional competencies in work performance; and

(vii) Able to work well with diverse workforce.

Job Title: Extension and Research Officer - Grade 7 – One (1) Post - V/No. 38/2015

Consolidated Technical Allowance (CTA): USD. 2,630 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: State Ministry of Agriculture, Cooperative and Rural Development, Eastern Equatoria State, Republic of South Sudan

Duties and Responsibilities

The Extension and Research Officer will be deployed in Eastern Equatoria State – Torit. The duties and responsibilities are:

(i) Advise and provide technical backstopping to the State Ministry on the identification, formulation and implementation of, national, regional and international projects to strengthen capacities in agricultural research and innovation;

(ii) Contribute to the development of concepts, methodologies, guidelines and indicators for agriculture innovation systems;
Advise the state ministry on policy formulation for the establishment, development and management of effective, efficient agricultural innovation systems;

Contribute to the promotion of extension reforms and capacity development for extension/advisory services with special attention to demand-led, pluralistic, decentralized, market-orientated, and participatory approaches in Eastern Equatoria State;

Formulate and implement projects that strengthen agricultural/rural extension and provide technical assistance in capacity development of agriculture innovation systems.

Prepare advocacy materials and documents to support the strengthening of agriculture innovation systems and support services;

Provide technical advice on design elements to strengthen and reform extension systems in the eight counties of Eastern Equatoria State;

Provide support in the organization and delivery of technical workshops, consultations, seminars and training sessions on conceptual and practical aspects of extension and rural knowledge institution improvements;

Maintain networks of collaboration with technical specialists to gather information and promote awareness of technical issues to improve extension systems and advisory services;

Support the formulation of at least three (3) institutional policies;

Ensure comprehensive training of at least four (4) twins and improve work related performance; and

Where necessary support the development of institutional strategic plans and framework.

Requirements for Appointment

(i) Possess a Bachelors’ Degree in Extension, Agriculture Sciences, Rural Development, or related field from a university recognized in Kenya;

(ii) At least six (6) years of relevant experience in the planning, organization, and execution of agricultural/rural extension, rural development, or agriculture innovation programmes and activities related to the needs of developing countries (equivalent to Job Group ‘L’ in Kenya);

(iii) Possess working experience in planning, managing, evaluating, advising in agricultural/rural extension systems and in agriculture innovation system in developing countries;

(iv) Experience in programme/project identification, formulation, implementation, and evaluation in developing countries
(v) Be able to work with people of different national and cultural backgrounds; and
(vi) Proficiency in computer applications.

Job Title: Cooperative and Rural Development Officer - Grade 7 – One (1) Post - V/No.39/2015

Consolidated Technical Allowance (CTA): USD. 2,630 per month
Terms of Service: Two (2) Years contract
International Travel: Two return air tickets per year for the two years duration
Annual Leave: Forty Five (45) calendar days per year
Work Station: State Ministry of Agriculture, Cooperative and Rural Development, Eastern Equatoria State, Republic of South Sudan

Duties and Responsibilities

The Cooperative and Rural Development Officer will provide a technical support both to the Directorate of Cooperative and Rural Development and cooperative movement in Western Equatoria State. Specifically the cooperative and Rural Development Officer will be expected to perform the following tasks:

(i) Interact with officials at national and state levels, cooperatives and NGOs to identify challenges and constraints facing cooperative development in Western Equatoria State;
(ii) Review and revise the existing training manuals on Cooperatives from a gender perspective;
(iii) Develop simplified and illustrated training materials for staff, and accounting/management manuals for cooperative societies in the country;
(iv) Validate and facilitate Training of Trainers Workshops by use of a simplified and illustrated training materials and for staff, members as well as leaders for cooperatives, accounting/management manuals for cooperative staff;
(v) Conduct with the identified trainers, trainings at the cooperative societies with the participation of cooperative leaders as well as members;
(vi) Support the formulation of at least three (3) institutional policies;
(vii) Ensure comprehensive training of at least four (4) twins and improve work related performance; and
(viii) Support the development of institutional strategic plans and framework.
Requirements for Appointment

(i) Possess a BSC degree in cooperative and business management, business administration, commerce and or accounting from a university recognized in Kenya;

(ii) Possession of a Diploma in cooperatives from a recognized institution will be an added advantage;

(iii) Have at least six (6) years in the civil service in cooperative related activities, two of which must be in Grade 7 (equivalent to Job Group ‘L’ in Kenya)

(iv) Demonstrable ability to facilitate, develop training materials and provide training;

(v) Proficiency in computer applications; and

(vi) Able to work with diverse workforce.

Job Title: Agriculture Value Chain and Project Design Officer - Grade 5
- One (1) Post - V/No. 40/2015

Consolidated Technical Allowance (CTA): USD. 3,470 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: State Ministry of Agriculture, Cooperative and Rural Development, Eastern Equatoria State, Republic of South Sudan

Duties and Responsibilities

The Officer will be deployed in Torit, Eastern Equatoria State, under direct supervision of the Director General, State Ministry of Agriculture, Cooperative and Rural Development. The duties and responsibilities are:

(i) Assist in developing, reviewing, and implementation of guidelines and policies for Agriculture Value Chain in Eastern Equatoria State;

(ii) Assist in the coordination of the Ministry and the counties agriculture departments and State Agriculture Working Groups;

(iii) Coordination among Agriculture Value Chain State members, ensuring achievement of targets as set in the value chain business plans developed;
Facilitate the relationship and proper communication between farmers, farmer groups, cooperatives and agri-businesses and work towards reliable, fair and long term relationships;

Support a fair negotiation and a proper understanding between farmers and the agri-businesses and facilitate the producer-buyer contracts;

Advice, monitor implement and report project results to stakeholders on any agriculture project in Eastern Equatoria State;

Coordinate and support timely delivery of required tools, equipment and infrastructure through FAO and other NGOs activities in the State;

Identifying the specific agricultural products which may have high income for the farmers and study their value chain;

Provision and development of business plan for the cooperatives and training farmers on accessing markets;

Support the formulation of at least three (3) institutional policies;

Ensure comprehensive training of at least four (4) twins and improve work related performance; and

Where necessary support the development of institutional strategic plans and framework.

Requirements for Appointment

Possess a Bachelors degree, in agro-economics or agribusiness or post-harvest technology or equivalent qualification from a university recognized in Kenya;

Minimum twelve (12) years of experience working with agribusiness sector development in Grade 5 (equivalent to Job Group ‘N’ in Kenya);

Attended a Senior Management Course in a recognized institution;

Knowledge or Arabic is essential and Knowledge of South Sudanese cultures and environment will be an added advantage;

Good skills in managing the budget, program planning and implementation and external communication

Experience in working in complex instable political and economic contexts. Good analytical and report writing skills are required;

Ability to work in a high pressure environment; and

Ability to work with a diverse workforce.
Job Title: Registered Midwife - Grade 7 – One (1) Post - V/No. 41/2015

Consolidated Technical Allowance (CTA):  USD. 2,630 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: State Ministry of Health, Eastern Equatoria – Torit, Republic of South Sudan

**Duties and Responsibilities**

The registered midwife will be responsible for coaching and mentoring Midwifery Personnel in Eastern Equatoria State Ministry of Health institutions. Specifically, the duties and responsibilities will entail providing guidance and advice on;

(i) Support the development of institutional strategic plans and framework;
(ii) Provision, supervision and planning of Midwifery care of patients at an outpatient department or wards in a hospital;
(iii) Assessment of patients’ needs for Midwifery, diagnosis and process;
(iv) Verification and maintenance of information relating to patient admission;
(v) Ordering and keeping of record of drugs and other supplies as well as guiding, supervising and counselling staff performing routine duties.
(vi) Support the formulation of at least three (3) institutional policies; and
(vii) Ensure comprehensive training of at least four (4) twins and improve work related performance.

**Requirements for Appointment**

For appointment to this grade, an officer must;

(i) be in possession of a Diploma in Midwifery from a recognized health institution;
(ii) Have successfully completed at least three (3) years pre-service training at recognized Medical Training Centre;
(iii) Be Registered by the Midwifery/Nursing Council of Kenya;
(iv) Served in the field of nursing in the civil service for a minimum period of six (6) years, two of which must be in Grade 7 (equivalent to Job Group ‘L’ in Kenya);
(v) Proficiency in computer applications; and
(vi) Able to work well with diverse workforce.
Job Title: Pediatrician - Grade 3 – Two (2) Post - V/No. 42/2015

Consolidated Technical Allowance (CTA): USD 4,023 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: State Ministry of Health, Eastern Equatoria States – Torit, Republic of South Sudan

Duties and Responsibilities

The Pediatrician will diagnose, treat, and help prevent children's diseases and injuries. He/She will interpret diagnostic tests to obtain information on medical condition and determine treatment. Specific duties and responsibilities include:

(i) Support the development of institutional strategic plans and framework,
(ii) Examining children regularly to assess their growth and development.
(iii) Prescribe or administer treatment, therapy, medication, vaccination, and other specialized medical care to treat or prevent illness, disease, or injury in infants and children.
(iv) Collect, record, and maintain patient information, such as medical history, reports examination results, birth, death, disease statistics for Government and hospital management;
(v) Advise patients, parents or guardians, and community members concerning diet, activity, hygiene, and disease prevention.
(vi) Explain procedures and discuss test results or prescribed treatments with patients and parents or guardians.
(vii) Monitor patients' conditions and progress and reevaluate treatments as necessary.
(viii) Plan and execute medical care programs to aid in the mental and physical growth and development of children and adolescents in hospitals, businesses or communities for prevention or treatment;
(ix) Refer patient to medical specialist or other practitioner when necessary.
(x) Direct and coordinate activities of nurses, students, assistants, specialists, therapists, and other medical staff.
(xi) Provide consulting services to other physicians.
(xii) Performing minor operations on patients to remove, repair, or improve functioning of diseased or injured body parts and systems.
(xiii) Conduct research or procedures to prevent or control disease or injury.
(xiv) Prepare reports for government or management of birth, death, and disease statistics, workforce evaluations, or medical status of individuals.
(xv) Support the formulation of at least three (3) institutional policies; and
(xvi) Ensure comprehensive training of at least four (4) twins and improve work related performance.

Requirements for Appointment

(i) Possess a Postgraduate degree in Pediatric/ Osteopathic medicine, degree in medicine from a university recognized in Kenya;
(ii) At least eighteen (18) years’ experience in medicine in civil service; and worked as a Pediatrician in a national hospital as a civil servant (equivalent to Job Group ‘Q’ in Kenya);
(iii) Registered as a Medical Practitioner from the Medical and Dentists Board;
(iv) Attended a Strategic Leadership Development Course in a recognized institution;
(v) Must be able to clearly communicate with children, their guardians and other medical staffs;
(vi) Able to provide leadership to patients and staffs, and be organized, detail-oriented and excellent problem solver;
(vii) Be creative and able to work in a rural setting and able to response to emergency calls at any hour; and
(viii) Proficiency in computer applications.

ALICE A. OTWALA (MRS.), CBS
SECRETARY/CHIEF EXECUTIVE OFFICER
PUBLIC SERVICE COMMISSION