

RSS/IGAD Regional Initiative for Capacity Enhancement in South Sudan

Phase II CSSO Terms of Reference (19 Positions) January, 2018

Programme Context

Capacity building in human resource, organizational and institutional levels is an urgent priority in South Sudan. It is central to restoring core institutions - both in terms of physical infrastructure and technical ability - and providing basic services to citizens. The Government of the Republic of South Sudan (RSS) has, together with its international partners, developed a Medium Capacity Development Strategy (MTCDS) as an Action Plan for Rapid Capacity Building through the RSS/IGAD Initiative Project Phase II.

The IGAD Initiative is supporting the RSS through the secondment and placement of civil servants from three IGAD Member States (Ethiopia, Kenya and Uganda). The civil servants are deployed in strategic functions within national ministries, commissions and state-level local governments. They serve as rapid capacity enhancement support and are "twinned" with South Sudanese civil servants to ensure the direct transfer of skills and on-the-job training – through mentoring and coaching.

The Initiative recruits and places highly qualified civil servants, to be designated as Civil Service Support Officers (CSSOs), to work within the RSS on contract. The CSSOs sign a contract of engagement with the RSS.

Kenya was apportioned 55 slots under the Project. Thirty five (35) Officers were deployed in South Sudan under the Project. The first group who were deployed in October, 2015 completed their tour of duty on 6th October, 2017. Currently, there are 6 officers deployed in South Sudan under the Project.

The Government of Kenya is therefore seeking to recruit competent, results-oriented, dedicated and dynamic public servants to fill the following positions under the RSS/IGAD Project:

S/N	Functional Title	Grade	No. of CSSOs
1.	Aerodrome Safety and Certification Expert (OPAS)	4	1
2.	Aviation Security Officer (OPAS)	4	1
3.	Human Resource Management Officer	5	1
4.	Finance Officer	7	1
5.	Forensic Officer in Examination of Questioned Documents	4	1
6.	Telecommunication Officer	5	1
7.	Crime Analyst and Statistician	4	1
8.	Establishment/ Human Resource Management Officer	7	3
9.	Parliamentary Legal Drafter (Private Member Bills)	4	1
10.	Records Management Officer	7	2
	TOTAL		19

Interested and qualified persons are requested to make their applications by completing ONE application form PSC (Revised 2016). The form may be down loaded from Public Service Commission website www.publicservice.go.ke.

Completed application form, Head of Department recommendation (PSC 2A form) together with certified copies of certificates should reach the Principal Secretary, State Department of Public Service and Youth, Directorate of Public Service Management, Ministry of Public Service, Youth and Gender Affairs , P.O. BOX 30050-00100 Nairobi or hand delivered to Teleposta Towers, 2nd Floor Human Resource Development Registry on or before 26th February, 2018.

1. Job Title: Aerodrome Safety and Certification Expert (OPAS) - Grade 4 – One (1) Post - Job Ref: Post GOSS/1/2018

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

Terms of Service:	One (1) year Contract
International Travel:	Two return air tickets in each contract year
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

Key Responsibilities

The Aerodrome Safety and Certification Expert will be responsible for coaching and mentoring staff in the South Sudan Civil Aviation Authority. The Officer will support staff in:

1. Implementing policy for airports facilities and services in South Sudan;
2. Developing/reviewing/amending and implementation of South Sudan Civil Aviation regulations in the area of aerodrome safety and certification to ensure conformity with all ICAO SARPS and industry best practices;
3. Establishing an Aerodrome Safety Inspectorate Section with staffing and training plans;
4. Reviewing and updating, procedures and checklists and ensure that Procedures, Guidance Materials and Handbooks are harmonized in line with Regulations and other policy documents;
5. Developing Aerodrome Certification Policy and Procedures Manual (APPM) and provide appropriate training to the aerodrome inspectors recruited in the Aerodrome Safety Inspectorate Section
6. Developing, in collaboration with the Civil Aviation Adviser, a system of maintaining Training Files;
7. Developing 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;
8. Providing training to the aerodrome inspectors on the evaluation, acceptance/approval and monitoring of the airport SMS;

9. Establishing an SSP programme and provide training to inspectors and operators in order to build capacity for its implementation;
10. Establishing a databank of aerodrome accidents and incidents and other safety reports to support the implementation and continuous development of the SSP;
11. Developing and implementing comprehensive training Programme and annual trainings plans 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;
12. Supporting the formulation of at least three (3) institutional policies;
13. Ensuring comprehensive training of at least four (4) twins and improve work related performance;
14. Contributing to improved work ethics and public service delivery;
15. Supporting the development of institutional strategic plans and framework;
16. Performing any other related duties as assigned

Requirements for Appointment

1. University degree preferably in civil engineering, or aerodrome engineering or equivalent recognized professional qualification;
2. A minimum of ten (10) years' experience in civil aviation, preferably in planning/airport operations;
3. Five years' experience as an Aerodrome Inspector and participation in Aerodrome Certification
4. Sound knowledge of ICAO Standards and Recommended Practices. (Annex 14 and related documents). Experience in the preparation, approval and use of Aerodrome Operations & Maintenance Manuals and other appropriate aerodrome engineering documentations;
5. Experience in the development or regulatory requirements for service providers including guidance material;
6. Experience in the development and implementation of operating procedures for safety oversight;
7. Proficiency in technical report writing;
8. Command of the English language and proven ability in preparing inspection reports and similar documents;
9. Proficiency in computer packages;
10. Be a person of high integrity; and
11. Initiative, tact, sound judgment and ability to maintain harmonious relationships.

Qualified female candidates are highly encouraged to apply.

2. Job Title: Aviation Security Expert (OPAS) - Grade 4 – One (1) Post - Job Ref: Post GOSS/2/2018

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

Terms of Service:	One (1) year Contract
International Travel:	Two return air tickets in each contract year
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

Key Responsibilities

The Aviation Security Expert will be responsible for coaching and mentoring staff in the South Sudan Civil Aviation Authority. The Officer will support staff in:

1. Developing 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;
2. Establishing and implementing 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;
3. Designating an appropriate authority within the administration to be responsible for the development, implementation and maintenance of the national civil aviation security programme;
4. Establishing 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.
5. Developing and implementing a National Civil Aviation Security Training Programme;
6. Developing and implementing a National Civil Aviation Security Quality Control Programme;
7. Developing and implementing a National Screeners Certification Programme;
8. Developing a national contingency plan and make resources available to safeguard civil aviation against acts of unlawful interference;
9. Developing and implementing comprehensive training programme and annual training plans including coaching and/ or on-the-job training of national AVSEC Inspectors for the purpose of progressive building up of the AVSEC inspectorate;
10. Supporting the formulation of at least three (3) institutional policies;
11. Ensuring comprehensive training of at least four (4) twins and improve work related performance;
12. Contributing to improved work ethics and public service delivery;
13. Performing other related duties as assigned

Requirements for Appointment

1. Security or appropriate police training and qualifications;

2. At least ten (10) years' experience in senior capacity at a civil aviation authority, major airport or airlines, with responsibility for civil aviation security management and supervision;
3. Proven experience in the preparation, organization and implementation of national and airport security programmes and practices for safeguarding airports, aircraft and civil aviation facilities;
4. Familiarity with international aviation security conventions and aviation security provisions of national legislation;
5. Understanding of the legal basis of AVSEC and restricted articles regulations;
6. 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
7. Good knowledge of assessment and response procedures, as well as of airport security measures and procedures;
8. Familiarity with modern airport security detection equipment and their technological concepts and the skills required for their operation;
9. Experience in the development and testing of airport emergency procedures and contingency plans, as well as coordination of response among the agencies concerned;
10. Experience in development of Aviation Security training plans;
11. Familiarity with Aviation Security audit procedures is desirable;
12. Familiarity with ICAO AVSEC Training Programme and ICAO Annexes 6, 9, 14 and 18 is desirable.
13. Experience of working in the environment of a developing country is desirable;
14. Computer literacy;
15. Be a person of high integrity;
16. Initiative, tact, sound judgment and ability to foster harmonious working relationships.

Qualified female candidates are highly encouraged to apply.

**3. Job Title: Human Resource Management Officer - Grade 5 – One (1) Post -
Job Ref: Post GOSS/3/2018**

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

Terms of Service:	One (1) year Contract
International Travel:	Two return air tickets in each contract year
Annual Leave:	Forty Five (45) calendar days per year
Work Station:	South Sudan HIV/AIDS Commission, Juba, South Sudan

Key Responsibilities

The Human Resource Management Officer will report to the Director General of Administration and Finance. The Officer will support staff in:

1. Working with Strategic Partners and Technical Advisers in support of Institutional strengthening and capacity building;
2. Developing policy on human resource management and development;
3. The acquisition of technical skills in conducting Training Needs Assessments (TNA) and implementation of the findings;
4. Establishing effective filing systems to provide ease of retrieval and the preservation of records;
5. Key Human Resource aspects including job analysis, job description, job specification, behavioral change and appropriate approach/attitudes to work;
6. Developing proposals and recommendations to the management of the Commission on strengthening the activities of the Training Committee on management of the training function;
7. Formulating at least three (3) institutional policies;
8. Ensuring comprehensive training of at least four (4) twins and improve work related performance;
9. Contributing to improve work ethics and public service delivery; and
10. Performing any other related duties as may be assigned

Requirements for Appointment

1. A Bachelor's Degree in social sciences from a recognized University.
2. A Masters' Degree in Human Resource Management, Human Resource Development, Human Resource Planning, Public Administration and Management, or Business Administration;
3. Have served as a Human Resource Management/Development Officer for a minimum of ten (10) years in the civil service; three (3) of which must be in Grade 5 (equivalent to Principal Human Resource Management/Development Officer, Job Group 'N' in Kenya)
4. In possession of a Senior Management Course certificate;
5. Ability to undertake Training Needs Assessment (TNA)
6. Possess good leadership, managerial, and organizational skills;
7. Experience in the implementation of public service regulations, and government operation procedures;
8. Knowledge of HIV/AIDS in the post-conflict settings desirable;
9. Proficiency in computer applications
10. Be a person of high integrity
11. Previous experience working in South Sudan would be an added advantage.

Qualified female candidates are highly encouraged to apply.

4. Job Title: Finance Officer - Grade 7 – One (1) Post Job Ref: Post GOSS/4/2018

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

Terms of Service:
International Travel:

One (1) year Contract
Two return air tickets in each contract year

Annual Leave:
Work Station:

Forty Five (45) calendar days per year
South Sudan HIV/AIDS Commission,
Juba, South Sudan

Key Responsibilities

The Finance Officer will report to the Director General of Administration and Finance, and support coaching and mentoring for directorate staff. The Officer will be responsible for:

1. Assisting the Director of Administration in planning, directing, coordinating and reviewing activities and personnel within the Administration Department.
2. Assisting the Director of Finance and Accounts in the establishment of departmental priorities and allocation of resources.
3. Participating in the development of procedures, instructions and supervision of the annual closing of the accounting records.
4. Reviewing all monthly and annual financial reports for compliance and accuracy including the Comprehensive Annual Financial Report.
5. Supporting 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.
6. Training book-keepers and accountants on financial packages; and computerizing accounting in line with Ministry of Finance and Economic Planning guidelines.
7. Supporting the formulation of at least three (3) institutional policies.
8. Ensuring comprehensive training of at least four (4) twins and improved work related performance;
9. Contributing to improved work ethics and public service delivery;
10. Performing any other related duties as assigned

Requirements for Appointment

1. A Bachelor's Degree in any of the following disciplines: Commerce (Finance or Accounting option); Business Administration; Economics; Mathematics; or Statistics; from a recognized University;
2. Be in possession of at least professional qualification such as Certified Public Accountant CPA 1 or equivalent
3. Have served as a Finance Officer for a minimum of ten (10) years; three (3) of which must be in Grade 5 (equivalent to at least Job Group 'K' in Kenya);
4. In possession of a management Course certificate;
5. Attended at least a certificate course in Public Financial Management;
6. Be proficient in financial computer applications;
7. Be a person of high integrity;
8. Demonstrate organizational, managerial and administrative competencies; and
9. Experience in the implementation of public service regulations, and government operation procedures.

Qualified female candidates are highly encouraged to apply.

**5. Job Title: Forensic Officer in Examination of Questioned Documents – Grade 4
– One (1) Post
Job Ref: Post GOSS/5/2018**

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

Terms of Service:	One (1) year Contract
International Travel:	Two return air tickets in each contract year
Annual Leave:	Forty Five (45) calendar days per year
Work Station:	South Sudan National Police Service, Ministry of Interior, Juba, South Sudan

Key Responsibilities

The Examiner of Questioned Documents will directly support the Director of CID, GHQ, SSNPS, Juba by way of twinning with In-charge of Forensic Unit of CID GHQ, SSNPS, in Juba and will be responsible for:

1. Conducting comparative examinations of documents with questioned, admitted and specimen handwriting, hand printing, and typewriting.
2. Identifying and deciphering indented, erased, altered and obliterated entries on tampered questioned documents.
3. Identifying and/or differentiating inks, papers, adhesives, paper/cellulose tape and identifying counterfeit documents.
4. Conducting the above and other examinations to resolve questions concerning the age, source, content or authenticity of documents using microscopes, optical aids and other instruments.
5. Incorporating results of examinations into written reports for use by investigative agencies, judicial bodies or other agencies submitting evidence with detailed reasoning.
6. The provision of demonstrative expert testimony as required.
7. Establishing the forensic unit Examination of Questioned Documents at all levels.
8. Maintaining records and case studies for reference and research;
9. Coordinating the organization of various trainings for police to improve work efficiency;
10. Developing mechanism for research and development in examination of questioned documents;
11. Developing criminal database at national and state levels;
12. Training 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;
13. Formulation of at least three (3) institutional policies;
14. Ensuring comprehensive training of at least four (4) twins and improve work related performance;
15. Improving work ethics and public service delivery;
16. Perform any other related duties as assigned

Requirements for Appointment

1. Minimum twelve (12) 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;
2. At least five (5) years of professional experience as examiner of questioned documents expert working with police and/or working in forensic investigation Department, will be of added advantage;
3. Long term experience as a professional Examiner of Questioned Documents;
4. Support the establishment of the first unit of Examination of Questioned Documents at all levels with structured to provide impartial scientific evidence for use in courts of law;
5. Certified Examiner of Questioned Documents with degree in forensic science.
6. Training in police science, criminology and law enforcement
7. Specific experience in classification and maintenance of finger print records including single digit record;
8. Experience of examination of questioned finger prints and development and comparison of latent prints for tracing criminals and giving opinions;
9. Skilled knowledge to search finger print records for tracing criminals, absconders, and dead bodies;
10. Experience in capacity development and training in an international context, preferably in a post-conflict setting;
11. Experience in Automated finger Identification System;
12. Strong analytical ability and written and oral communication skills is a requirement;
13. Computer skills and strong knowledge of various software; and
14. Be a person of high integrity.

Qualified female candidates are highly encouraged to apply.

6. Job Title: Telecommunication Officer - Grade 5 – One (1) Post Job Ref: Post GOSS/6/2018

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

Terms of Service: One (1) year Contract

International Travel: Two return air tickets in each contract year

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

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

Key Responsibilities

The Telecommunication Expert will directly support the Director of ICT, GHQ, SSNPS, Juba by way of twining with Radio System operators, Emergency Call Center and will be responsible for:

1. Maintenance of radio communication network having HF, VHF and Data system in South Sudan

2. Functionality and operationalization of all Radio rooms established at county, state and national levels
3. Configuring applications, monitor upgrading system software, hardware, and local peripherals updates; diagnose and resolve various equipment problems;
4. Developing trouble shooting mechanism to solve hardware and software problems for resolution;
5. Maintaining an adequate spare parts inventory of systems, subsystems, and component parts needed by users
6. Providing technical support to Emergency Call Center to establish effective response mechanism by Police Service to attend to emergency.
7. Developing and implementing the expansion plan of Radio network and Emergency Call Center in entire South Sudan
8. Enhancing technical capacity of SSNPS for radio communication and administration including Hardware and Software maintenance, up gradation and Network Administrators
9. Organizing Basic, specialized and advance Trainings for radio Networking, Emergency Call Center, and Hardware and Software maintenance
10. Reviewing and evaluating new radio communication system hardware and software products; recommend the implementation of new products and prepare budget for ICT directorate based on requirement and support procurement process including commissioning, installation and configuration.
11. Researching and recommending information security/information assurance policies, principles, practices and standard operating procedures
12. Supporting the strategic planning process upgrading emerging technologies
13. Supporting the formulation of at least three (3) institutional policies;
14. Ensuring comprehensive training of at least four (4) twins and improve work related performance;
15. Contributing to improved work ethics and public service delivery; and
16. Performing any other related duties as assigned

Requirements for Appointment

1. A Bachelor's degree in electrical, electronic, telecommunications, IT engineering, or Network Engineering. A Masters' degree in the aforementioned areas will be an added advantage
2. A minimum of six (6) years in the service with extensive experience in telecommunications and network operations; two (2) of which must have been in Grade 5 (Job Group 'N' in the public service of Kenya);
3. In possession of a Senior Management Course certificate
4. Hands-on experience with wireless networks in all frequency ranges (HF, VHF, UHF, Mobile Satellites, wireless LAN, VSAT) including system integration, operational and regulatory/licensing issues;
5. Broad and proven knowledge of ICT products and services, both in IP networking as well as wireless communications (data and voice);
6. Solid experience with design, routing and switching in convergent data (LAN/WAN) and voice (VOIP) project and environment;
7. Proven knowledge of system administration with SQL;
8. Substantive experience/knowledge on a wide range of telecommunications systems, and relevant telecommunications policies, structure and strategy;

9. Strong analytical, interpersonal and communication skills (both oral and written), ability to train users, ability to write proposals or papers, act as a vendor liaison and work closely with management; and
10. Be a person of high integrity

Qualified female candidates are highly encouraged to apply.

7. Job Title: Crime Analyst and Statistician - Grade 4 – One (1) Post Job Ref: Post GOSS/7/2018

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

Terms of Service:	One (1) year Contract
International Travel:	Two return air tickets in each contract year
Annual Leave:	Forty Five (45) calendar days per year
Work Station:	South Sudan National Police Service, Ministry of Interior, Juba, South Sudan

Key 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, in Juba. The Expert will be responsible for:

1. Collecting monthly crime statistics data from all Police Stations, and increasing frequency of collection of crime statistics reports from monthly to weekly and daily basis;
2. Compiling monthly crime statistics data at counties, States and national levels;
3. Preparing quarterly analysis of the crime statistics at national and state level using graphs, charts, and tables, crime trend analysis;
4. Preparing, maintaining and securing manual and electronic crime statistics at national and state levels;
5. Developing mechanism for smooth dissemination of crime statistics from police station to national level by use of radio mechanism;
6. Developing and managing crime statistical database system integrity and security.
7. Training Crime Record Officers working at all levels and are responsible for the preparation and analysis of monthly crime statistics report at respective levels;
8. Supporting the compilation of crime statistics, assess the statistics, analyze findings, and write comprehensive reports based on crime data for preparation and publication of quarterly crime statistics report.
9. Identifying and interpreting criminal activity patterns, seasonality, and trends and assist the deployment of human and material resources.
10. Updating senior police management of the emerging and existing crime series, patterns, trends as well as suspect and victim profiles.
11. Supporting the formulation of at least three (3) institutional policies;

12. Ensuring comprehensive training of at least four (4) twins and improve work related performance;
13. Contributing to improve work ethics and public service delivery;
14. Performing any other related duties as assigned

Requirements for Appointment

1. Minimum twelve (12) 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;
2. Five (5) years of professional experience working with police and/or working in Crime Investigation Department will be of added advantage;
3. A Masters' degree in statistics.
4. Proficiency in computer applications;
5. Training in police science, criminology and law enforcement
6. Specific experience in crime analysis and statistics with ability to review, classify, categorize, prioritize, and/or analyze data;
7. Experience of managing criminal data and providing high quality technical statistical analysis advice;
8. Computer operations and statistical and graphics software and proven knowledge on the crime trends analysis;
9. Experience in capacity development and training in an international context, preferably in a post-conflict setting;
10. Proven experience in partnership building and networking; and
11. Be a person of high integrity.

Qualified female candidates are highly encouraged to apply.

**8. Job Title: Establishment/Human Resource Management Officer – Grade 7
– Six (3) Posts - Job Ref: Post GOSS/8/2017**

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

Terms of Service: One (1) year Contract

International Travel: Two return air tickets in each contract year
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

Key Responsibilities

The Establishment/Human Resource Management Officer will be responsible for coaching and mentoring directorate of Labour staff on effective performance and service delivery in the area of the directorate's mandate. The Officer will be responsible for:

1. Training establishment officers both at the ministry and counties especially on management system, grading, records management, and report writing;
2. Training establishment officers in electronic payroll system;
3. Supporting development of criteria on recruitment, appointment, promotions and discipline;
4. Assisting in the development of salary structures;
5. Supporting the formulation of at least three (3) institutional policies;
6. Ensuring comprehensive training of at least four (4) twins and improve work related performance;
7. Contributing to improved work ethics and public service delivery; and
8. Performing any other related duties as assigned

Requirements for Appointment

1. A Bachelors' Degree in any of the following disciplines: Human Resource Management/ Development, Business Administration, and Public Administration;
2. Have served in the field of human resource management in the Civil Service for at least six (6) years, two of which must be in Grade 7 (equivalent to at least Job Group 'K' in Kenya)
3. Certificate in a Management Course;
4. A person of high integrity;
5. Proficient in computer applications;
6. Have excellent interpersonal skills and competencies; and
7. Be courteous, a good team player with ability to get well with diverse workforce.

Qualified female candidates are highly encouraged to apply.

9. Job Title: Parliamentary Legal Drafter - Grade 4 – One (1) Post - Job Ref: Post GOSS/9/2018

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

Terms of Service: One (1) year Contract

International Travel:	Two return air tickets in each contract year
Annual Leave:	Forty Five (45) calendar days per year
Work Station:	State Legislative Assembly, Western Equatoria State – Yambio, Republic of South Sudan

Key Responsibilities

The Legal Drafting Officer will be deployed in Western Equatoria State – Yambio. The Officer will be responsible for:

1. Supporting legal and legislative drafting
2. Supporting the development of guidelines on private member bills; procedures for introducing private members bills in parliament; purpose, application, and effect of private member bills.
3. Reviewing legal documents/ instruments, opinions and briefs;
4. Advising on legal action where necessary to protect the interest of State Legislative Assembly in pursuance of its mandate;
5. Preparing drafts and negotiation of contracts, leases, formal agreements and other legal instruments between the State Legislative Assembly and other parties;
6. Assisting in the entrenchment of good corporate governance practices to enhance organizational effectiveness.
7. Supporting the formulation of at least three (3) institutional policies;
8. Ensuring comprehensive training of at least four (4) twins and improve work related performance;
9. Contributing to improved work ethics and public service delivery;
10. Performing any other related duties as assigned

Requirements for Appointment

1. Bachelor of Laws (LLB) degree from a recognized university;
2. Minimum of nine (9) years as a legal officer, at least three (3) of which must be in legal drafting;
3. Must have been admitted as an advocate of the high court;
4. Have attended diploma in law or its equivalent;
5. Proficiency in computer applications;
6. A person of high integrity;
7. Have excellent interpersonal skills and competencies;
8. Be courteous, a good team player with ability to get well with diverse workforce; and
9. Have demonstrated managerial, administrative and professional competencies in work performance.

Qualified female candidates are highly encouraged to apply.

10 Records Management Officer - Grade 7 – Two (2) Posts - Job Ref: Post GOSS/10/2018

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

Terms of Service: One (1) year Contract

International Travel: Two return air tickets in each contract year

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

Work Station: Juba– Ministry of Labour Public Service & Human Resource Development

Key Responsibilities

Records Management officer will be deployed at the Ministry of Labour Public Service & Human Resource Development registry. The duties and responsibilities are:

1. Training the general registry staff on communication and records management;
2. Setting up proper filing and indexing system;
3. Archiving and documentation;
4. Improvement of functional registry;
5. Classification of registries;
6. Setting up and arranging files in a systematic and orderly manner as per incoming and outgoing mails for easy allocation;
7. Securing of documents and information;
8. Support the implementation of at least three (3) institutional policies on records management;
9. Ensure comprehensive training of at least four (4) twins and improve work related performance;
10. Contribution to improve work ethics and public service delivery;
11. Support institutional strategic plans and framework;
12. Perform other related duties assigned.

Qualifications, experience and competencies

For appointment to this grade, an officer must have;

1. A Diploma in Records/documentation Management, Library science or equivalent from a recognized institution;
2. Ordinary Level Certificate/Secondary Division III or its equivalent;
3. Have served for a minimum period of eight (8) years in the field of records management, two of which must be in grade 8 equivalent of at least Job Group J in Kenya;

4. Proficient in computer applications;
5. Have demonstrated professional competency in management of records staff;
6. Be a person of high integrity;
7. Have excellent interpersonal skills and competencies; and
8. Be courteous, a good team player with ability to get well with diverse workforce.