



Vacancy Announcement

Project Officer – (1 Position)

Location: (Juba)

ICAP at Columbia University seeks highly qualified and experienced candidates to fill the positions of **Project Officer** to be based in Rumbek Regional Office, South Sudan. The position is for a period of 10 months subject to renewal on availability of funding and very good performance.

ICAP at Columbia University, is a global health leader situated within the Columbia University Mailman School of Public Health in New York City. ICAP's global team supports programs and research that address major health issues, HIV, Covid -19 response, malaria, tuberculosis, maternal and child health and non-communicable diseases. Headquartered at Columbia University's Mailman School of Public Health in New York City, has offices in over 20 countries. Our multidisciplinary team includes staff with technical, clinical, implementation, research, operations, program and financial management expertise.

ICAP ensures the wellness of families and communities by strengthening health systems around the world.

The **Project Officer's** role is the COVID-19 Response Mechanism is a multi-pillar response project for COVID-19 in South Sudan. It is funded by the Global Fund (GF) through United National Development Program (UNDP). The Project officer assists project manager in the day-to-day activities related to the design, implementation and monitoring and evaluation of the project.

The **Project Officer** under the direct supervision of the **Project Manager** will.

- The project officer will assist in:
- Proposal writing, budgeting, and work plan development
- Recruitment of project team, onboarding of project staffs
- Representing the project in communication with the Country Director and Deputy Country Director
- Provide technical leadership in the development of project interventions, development of implementation tools
- Follow up the day-to-day operation of the project
- Development of project monitoring and evaluation plan, development of M&E tools
- Development of project updates and monthly, quarterly and annual reports to the country office, ICAP headquarter, and funder
- Any other duties as assigned by the supervisors.

ICAP is looking for a candidate with the below required skills & experiences:

- Degree in health sciences and Master degree in public health or equivalent.
- Interpersonal and communication skills
- Skills in proposal writing, work plan, implementation, and M&E tools development
- Experience in Global Fund projects
- Advanced computer skills MS word, excel and PowerPoint presentations

How to apply:

Note: This is a local hire position and the successful candidate will be an employee of ICAP in South Sudan subject to the local terms and conditions of employment which includes a competitive salary and benefits package

Application Deadline is December 17, 2021.

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