



WOMEN FOR CHANGE (WFC)

"Together We Can"

Email: info@wfcssd.org

Telephone: +211- 0911089679

Website: www.wfcssd.org

Location: Gudele Block 7 – Off 7Eleven

30-H-3
MOL
Approved
04/11/2025
04 NOV 2025

Position: Project Assistant (Full time)

Reports to: Project Officer

Location: Kajo-keji (CES)

Number of Positions. 1

Duration of the Contract: 6 months (with possibility of extension depending on performance)

Open Date: 4th November 2025

Closing Date: 21st November 2025
(3:00PM).

BACKGROUND

Women for Change (WFC) is a National Non-Governmental Organization (NNGO) that was formed in 2016 and legally registered in 2018. The organization was founded by a group of South Sudanese women from diverse backgrounds who shared a common goal of supporting the well-being and economic stability of widows, school dropouts, and children affected by intentional and unintentional causes. WFC implements programs that promote general protection, GBV AOR, child protection, sexual reproductive health (SRH), education in the sector of technical vocational education training, advocacy, peacebuilding, conflict management, and sustainable livelihood programs such as tailoring, soap, Poultry and craft making. WFC has worked with several donors and Partners who supporting our programs in the 5 States of Central, Eastern Equatoria, Warrap State, Western Equatoria, and Jonglei. Our interventions have impacted over 300,000 women, children, men and boys across South Sudan.

Position Purpose:

We are seeking dedicated Project Assistants for *Kajo Keji* to support the Project Officer in the planning, execution, and finalization of educational project activities within strict deadlines and the role involves collaborating closely with government education departments in the counties, Headteachers of targeted schools, and community leaders.

The Project Assistant, under the supervision of the Project Officer, will support the coordination, implementation, and reporting of the **Strengthening Collaborative Action and Learning for Education (SCALE)** initiative, aimed at empowering adolescent girls and female youth (AGFY) in selected border zones of South Sudan, particularly **Kajo Keji county** where there are high numbers of spontaneous returnees. This project seeks to enhance equitable access to safety, quality, and gender-transformative learning opportunities by collaborating with key actors in the education ecosystem to test, adapt, expand, and sustain innovative models that address barriers to education.

Major Responsibilities:

- **Project Coordination:** Assist in defining project scope and objectives, engaging all relevant stakeholders, and ensuring technical feasibility.
- **Resource Management:** Coordinate internal resources and third-party vendors to ensure flawless execution of projects.

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- **Schedule Management:** Develop a detailed project plan to monitor and track progress, ensuring all projects are delivered on time, within scope, and within budget.
- **Reporting:** Measure project performance using appropriate tools and techniques; report and escalate issues to management as necessary.
- **Stakeholder Engagement:** Manage relationships with clients and all stakeholders, performing risk management to minimize project risks.
- **Documentation:** Create and maintain comprehensive project documentation, tracking performance to analyze the successful completion of both short- and long-term goals.
- **Budget Management:** Assist in preparing the project budget and ensure that operations remain within the approved financial framework.

Deliverables:

- Accurate and timely project activity reports.
- Well-maintained project records and databases.
- Effective Communication and Coordination among project stakeholders.

Requirements:

- **Education:** Bachelor's degree or diploma in Education, Social Work, Social Administration, Community Development, or a relevant field.
- **Experience:** A minimum of 2 years of experience in project coordination, administration, or a related field.
- **Skills:** Strong organizational, communication, and analytical abilities.
- **Independence:** Ability to work independently with minimal supervision.

Languages:

- Fluency in English both written and spoken
- Local languages within the selected counties

Learning and Evaluation:

- Engage with program, operations and MEAL team to maintain an up-to-date Gender analysis on periodic basis as per IMPACT Standards of WFC.

Work closely with client responsiveness team to develop gender appropriate proactive and reactive; channels and tools, analysis of clients' data and propose corrective actions from inclusion perspective in terms of gender, age and disability.

WFC is committed to providing equal opportunities for all applicants and strives for diversity in terms of age, gender, ethnicity, nationality, and physical ability. The organization has a zero-tolerance policy for any form of abuse, including sexual exploitation, sexual abuse, human trafficking, child abuse, discrimination, corruption, and fraud.

Please note that Women for Change does not charge any fees during the recruitment process. Due to the urgency of the position, candidates will be shortlisted on a rolling basis, and only shortlisted candidates will be contacted.

Women are highly encouraged to apply.

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Application:

Interested candidates are encouraged to submit their application including the following:

- CV of the candidate.
- Certificates or documents.
- A cover letter expressing their interest.
- Any other information that the Candidate finds relevant.

All applications should be sent only via Email: hr.wfc@wfcssd.org and Copy: womenforchange10@gmail.com And Hard Copy Delivery addressed to **HUMAN RESOURCE DEPARTMENT**, Women for Change

Please Note that this is an Emergency Recruitment, the applications will be assessed on rolling basis and interviews before the deadline, If you don't hear from us 7 days after the deadline, you didn't make it to the shortlist.

For More Directives Call: 0911089679/0929198028



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