

Sudan Social Development Organization –SUDO

Job Title: Project Officer

Report To: Program Coordinator /Head of Office

1. **Background:**

The Sudan Social Development Organization (SUDO) is a national, non-governmental organization (NGO) registered with the Humanitarian Aid Commission in 2001. SUDO is working all over Sudan with 16 offices. SUDO focuses on:

- Poverty alleviation and the eradication of hunger.
- Provision of basic needs (water, health, sanitation);
- Protection and conservation of the environment.
- Implementation of civil education programme and the eradication of illiteracy;
- Promotion of human rights;
- helping local communities to mobilize efforts to face natural disasters and to provide humanitarian aid to people affected by disaster and war;
- Peace building.

Duties and Responsibilities:

Under the overall supervision of the Head of Office and the direct supervision of the Program Coordinator, the Project Officer will undertake the following responsibilities:

- The Project Officer is responsible for the direct implementation, monitoring and reporting of all project activities under the direct supervision of the program coordinator/head of office.
- The Project officer will conduct regular M&E visits to work locations and provide detailed reports about the progress of activities and recommendations for any improvements.
- Mobilize community participation and act as a mentor throughout the planning and implementation processes
- Work directly with community volunteers and leaders to select the participants for different workshops and sessions
- Guide the formation of representative community working groups as needed
- Identify best locations for the workshops and dialogue sessions.
- Assist in the selection of facilitators for different workshops and dialogue sessions.
- Supervise the workshops and dialogue sessions including daily attendance sheets for participants.
- Supervise the provision of services to participants as refreshment, stationery, travel allowance etc.
- Monitor the workshops and dialogue sessions and ensure that consultants provide the services as agreed upon including materials, time and participation.

- ___ Documentation including the Collection of project photos in all stages and beneficiaries' statements
- ___ Prepare activity reports as requested by the program coordinator/Head of office.
- ___ Any other duties commensurate with the accountabilities of the post.

3. **Qualifications:**

1. BSc. in community development or social sciences or any other related field
2. At least 2 years' work experience in development or emergency activities.
3. Experience in using community participatory methodologies in development /emergency situations
4. Experience in training, advocacy for change and ability to influence behaviour.
5. Computer literate
6. Ability to communicate and write reports in English and Arabic languages