



South Sudan Action Network  
on Small Arms

## JOB VACANCY

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**Designation:** Survey Coordinator

**Duty Station:** Juba, South Sudan

**Organisational Description:** South Sudan Action Network on Small Arms (SSANSA) is a network of civil society organizations from across all the 10 states of South Sudan working on community security and arms control. We have a secretariat in Juba and Affiliate chapters at the state level.

PAX is an international partner of SSANSA and based in the Netherlands. PAX works with civilians and partners in areas of conflict to protect human security, to prevent and end armed violence, and to build peace with justice.

**Job Purpose:** SSANSA and PAX are partnering to conduct Human Security Surveys – a population-based survey – across South Sudan. We are seeking to recruit a qualified and experienced research officer to coordinate these Human Security Surveys. The research coordinator will partake in all phases of the organization's research, particularly taking the lead in implementing the Human Security Survey. He/she will also be responsible for both Juba level and field level implementation of this research and other administrative duties connected to the Human Security Survey.

Reporting to both the Program Manager in SSANSA and the Project Coordinator at PAX, the Research Coordinator will work in collaboration with the organization's national and International stakeholders in this research partnership, especially PAX and national and state government authorities.

### **Specific Responsibilities:**

- Implement the Human Security Survey throughout South Sudan in close collaboration with international partner PAX and the national state networks.
- Provide overall coordination of the Human Security Survey in collaboration with local enumerators, supervisors and international partners and documentation at the local and national level
- Participate in developing research designs, data collection methods and data management strategies as well as in initial data analysis process
- Coordinate multiple data collection efforts, focussing on the Human Security Survey (quantitative data collection)
- Prepare and submit projects updates and field documentation
- Manage field Research Projects and oversee field procurements ensuring organization's policies are adhered to.
- Liaison between the research team and PAX
- Assist in recruitment, training and supervision of research staff

## **Qualifications, Experience, Attributes & Skills required:**

- Diploma/Bachelors or equivalent in social sciences, Development studies, Statistics or other related fields of study. A Bachelor's degree can be overlooked in favour of a diploma in lieu of relevant experience
- Proven competency in research related employment with a focus on surveys( strongly preferred)
- Competency in data analysis processes
- Computer literate, especially proficiency in MS Office computer packages (word, excel, PowerPoint) –strongly preferred
- Demonstrated community mobilization ability.
- Excellent communication skills in English (both oral & written).
- Demonstrable experience with working with international partners
- Familiarity with the political, environmental and cultural nature of the South Sudan society
- A team player with good organizational skills and pro-active attitude.
- Ability to maintain confidentiality at all times
- The person must be able to work under minimum supervision

Interested and qualified candidates should submit application letters, accompanied with updated Curriculum Vitae (CV) indicating 3 Referees, plus copies of relevant certificates including Nationality Certificate, addressed to the SSANSA Secretariat

Applications may be dropped in person to our office in the below address:

Atlabara C, 11<sup>th</sup> Street West,  
Tombura Road, Juba, South Sudan (our office is located Opposite that of the South Sudan Law Society)

Or via the email address: [jobs.ssansa@gmail.com](mailto:jobs.ssansa@gmail.com)

On the subject line, indicate the Job Title –Application for Position of Survey Coordinator

Only short-listed candidates will be contacted for interviews.

**Closing date: This position will remain open until filled. Review will be conducted on first received first reviewed basis. So, candidates are encouraged to apply in the earliest possible.**

**Availability:** This is an urgent position that will require the successful candidate to take up the position immediately informed.