

2nd February 2016



Save the Children

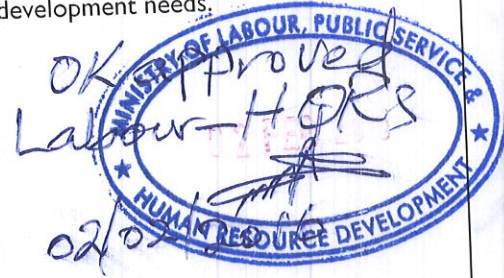
External/Internal Job Advertisement

VA No. SCI-02022016

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit:-

Job Title: CRG Economic Governance Project Officer (1 post)
Location: Rumbek
Reports to: CRG Economic Governance Project Manager,
Contract Period: 11 Months.



JOB PURPOSE:

The CRG Economic Governance Project Officer will facilitate all aspects of the CRG Economic Governance programme at field level to carry out project activities. It is expected that the post holder will use the experience gained to progress support PM in the management of project. To this end, she or he will together with the Project Manager, be actively involved in the implementation, monitoring and evaluation of CRG economic governance projects.

In addition, he or she will co-ordinate positive interaction and ideas exchange between CRG projects in the area of project implementation, SCISS other sectors, local authority/government, international organizations and CSOs working in economic governance

KEY AREAS OF RESPONSIBILITY:

Project development

- Assist the Project Manager with the implementation, monitoring and evaluation in the areas of project implementation
- Act in an advisory role to Partners working in economic governance
- Work together with Project Manager to co-ordinate the gathering of information from children, communities, national and international NGOs at field level to inform the Global Impact Monitoring process and to ensure appropriate development of the Economic Governance Programmes.

Planning and coordination of the implementation of project plans

- Assist Project Manager with development of weekly movement plan in the field
 - Liaise with other Project Officers from other sectors in the field in order to achieve maximum integration of projects and to further the aims of economic governance programming.
 - Anticipate the supply needs of the projects and submit timely order requests for all project supplies needed so that procurement can be initiated and supplies delivered on time.
- In co-ordination with the Project Officers in other sectors, monitor the inventories of project supplies in the field and report these to Project manager
- Ensure that proper supplies procedures are followed and all materials are being used for their intended purpose.
 - Prepare monthly reports and movement plans are submitted in time.
 - Review work plans on a regular basis and inform the Project Manager, and review their adherence to these.

Project budget management

- Assist the Project Manager to gather accurate field information on the budget for particular activities.
- Assist Project Manager with review of financial report and ensuring any issues of concerns are reported for action

Representation and advocacy role

- Ensure SC participation at field level in initiatives on economic governance perspective and economic governance issues are incorporated in to these.
- Assist Project Manager to give feedback on these to all sectors at area Management level.
- Liaise with other agencies at the field levels to ensure the monitoring and reporting of economic governance activities
- Assist economic governance Manager in maintaining good working relationships with community leaders, local authorities, national and international NGOs in the field and where applicable maximize collaboration with them.
- Advocate to government and community on economic governance related issues
- Liaise with Ministry of Social Development and PLGC on economic governance issues

General