

## JOB ADVERTISEMENT SENIOR PROJECT OFFICER



Starting date: October 2018

Deadline for applications: 1/10/2018

Number of Positions Available: 01

Place of work: South Sudan – Based in Juba but mostly flying around the country

Weekly hours: 40

Contract duration: 5 months

### OVERALL PURPOSE

1. Monitors the humanitarian situation in South Sudan
2. Participates to humanitarian needs assessments
3. Supports the component of Inclusion mainstreaming of the project
4. Coordinates the monitoring & evaluation policy of the project
5. Participates to HI external representation  
Supports the Project Manager on request

### *HIERARCHICAL RELATIONSHIPS*

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Line manager: Security Focal Point (currently Logistics Coordinator)

Technical line manager: Psychosocial Technical advisor - Flying Team

### *RESPONSABILITIES AND TASKS DESCRIPTION*

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#### 1. Humanitarian Monitoring and Needs Assessment

- ✓ Monitors the humanitarian situation in South Sudan and shares the information to HI team
  - Participates to relevant meetings to gather information about the humanitarian situations (clusters, working groups, OCHA briefings, etc).
  - Gathers humanitarian news through local and humanitarian media.
  - Shares weekly reports about the humanitarian situation to the project manager and Emergency Coordinator
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  - ✓ Participates to needs assessment missions
  - Coordinates the development and use of HI needs assessment tools
  - Participates into needs assessment missions, either carried out by HI only or with partners
- Writes the needs assessment report and submits it to the Project manager.

#### 2. Inclusion Mainstreaming Response

- ✓ Supports the Inclusion Mainstreaming Response
- In coordination with the Inclusion Mainstreaming officer, supports the Project Manager to coordinate the Inclusion Response with external partners  
Supports the Inclusion Mainstreaming Officer during field missions when necessary

#### 3. Reporting, Monitoring & Evaluation

- ✓ Reporting
- Supports the Project Manager in drafting the monthly internal reporting in coordination with the M&E Officer
- Supports the Project manager in ensuring that the monthly reporting to Clusters is adequately done by the M&E Officer
- Supports the Project Manager in preparing and submitting reports to the project's donors in coordination with the M&E Officer
- Reviews the mission reports

- ✓ M&E
- Supports the project manager and M&E Officer into designing the project's M&E policy
- In coordination with the M&E Officer, ensures that the team is using the last M&E documents depending on Project Manager and Technical Advisors requirements
- Manages the M&E Officer
- PIM

#### **4. External Representation**

- Participates to coordination meetings (clusters, emergency partners) on request by line management
- Participates to HI meetings with humanitarian partners, local organizations and authorities

#### **6. Other support to the project manager**

- ✓ Administration
- Carries out administrative procedures, supports finance management (cash forecast, budget follow-up) and human resources management on request from Project Manager
- ✓ Logistics
- Carries out and follows-up Logistics procedures (procurement, stock requests) on request from Project Manager
- Performs any other duties and responsibilities assigned by the Project Manager that is within the position-holder's expertise and experience.

### **1. Other Responsibilities towards HI**

#### **1. General knowledge of HI**

- Have a general understanding of the organisation, its functioning, structure and values
- Be familiar with the objectives and activities of HI, both generally and in the direct context of his/her work.
- Actively participate in meetings and trainings.

#### **2. Cooperation with other departments**

Keep up to date with the activities of other departments, comply with specific rules and procedures, and provide support where necessary.

#### **3. Source of information**

- Keep up to date and regularly follow developments in the social and political context.
- Gather relevant information relating to the field of activity of HI and the context.
- Advise on various subjects (culture, economics, politics, etc.).

Translate documents and/or act as an interpreter during conversations, as the need arises

**Note:** This job description is not exhausted and the staff member may be asked from time to time to perform duties over and above those described here. The staff member is also expected to maintain confidentiality of all beneficiaries and internal information at all times.

As an employee of Humanity and Inclusion, all staff is required to guard against any abuse of authority. In no circumstances should he/she profit from his/her situation in order to divert assistance from its final destination or obtain favors of any nature (notably sexual).

The employee must show respect and consideration towards his/her contacts (beneficiaries, partners, colleagues...), with particular attention for people in vulnerable situations. In no circumstances should he/she commit an act or adopt behavior liable to injure one of his/her contacts either physically or psychologically, or cause him/her harm of any sort

### **EXPECTED SKILLS AND EXPERIENCE**

**Education:** Minimum 2-3 years of experience in the field of Security in an International Organization

**Experience:** At least 2 years in a similar post in a humanitarian organization or in a private company.

**Language:** Fluent in English, Arabic

**Skills:** Ability to work autonomously, flexibility, ability to work in a multi-disciplinary and multi-cultural environment, good communication skills, ability to organize and prioritize workload and to cope with stress. Proficiency in using computer applications (Microsoft office, presentations)

**Personal qualities:** Rigour, open-mind, self-motivated, sensitivity to humanitarian values and sense of solidarity

### *HOW TO APPLY*

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Qualified candidates are invited to submit their applications (**CV and Cover letter**- clearly state the address, contact information and position applied for) before 5:00 PM on **1<sup>st</sup> of October 2018** through email or physically to:

Admin/HR Department,  
**Humanity & Inclusion**  
Hai Malakal, Plot 83, Block AXIII  
South Sudan – Juba  
Email: [recruitment@southsudan.hi.org](mailto:recruitment@southsudan.hi.org)

**Name of the position applied for must be written on the email subject or on the envelope**

Application documents, once deposited will **not be returned** to applicants. Applicants are advised **not to include any original documents** in their application. Federation HI will **not be held responsible** for the loss of such documents.

Due to the expected volume of applicants, **only shortlisted** candidates will be contacted. If you have not heard from the employer in two weeks from the closure date of this Vacancy Notice please consider your application as unsuccessful.

***Handicap International is an equal opportunity employer and welcomes applications from women and persons with disabilities***

