



JOB TITLE: VSLA Officers (2 Vacancies)  
 Department: FSL  
 Location: Gendrassa Maban County  
 Date of Advert: 05/01/2017  
 Date of Closure: 24/01/2017  
 Reporting to: FSL Program Manager

SD. H. 3  
 05 JAN 2017  
 ECONOMIC DEVELOPMENT

### JOB PURPOSE

Under the direct supervision of the Economic Development Team Leaders, the VSLA Officer will be responsible for assisting in the formation and training of village savings and loans associations (VSLAs) groups in the intervention communities within Maban County. S/he will prepare trainings materials on VSLA principles, assist in raising awareness on VSLAs and help self-forming groups to engage in VSLA activities and provide monitoring and supervision for these groups. S/he will work under the Economic Development Team Leader and report results regularly and provide analysis of saving and lending portfolio's and opportunities for improvement among groups.

### CHAIN OF COMMAND

Under the authority of:

- Economic Development Team Leader

Line Management:

- VSLA field agents

### WORKING RELATIONS

Internal:

- Livelihood department
- Other departments (camp management, community mobilization, GBV and AME etc)

External:

- Partners working in Maban (UNHCR etc)
- Local Authorities (RRC and CRA)
- Community leaders

### OBJECTIVES

- To support in establishment of VSLA groups and trainings as well as assessing the capacity of existing VSLAs including their training needs and propose actions to build their management capacities.

### Duties /responsibilities

- Work closely with the Economic Development Team Leader and other team members in planning and implementation of VSLA component of the project according to the approved project document, work plan and implementation strategies.
- Identify the capacity gaps of VSLAs, design and implement most feasible capacity building activities based on identified gaps.
- Form and train VSLA groups and provide regular support to the groups to ensure success of the project
- Provide continuous support and oversee activities of the local financial institutions identified for capacity building support.
- Prepare periodic work plans and progress reports.

- Maintain proper filing system as needed.
- Contribute to effective program reporting, monitoring and evaluation systems for both internal and external use in coordination with the other program staff.
- Adhere to all organization policies , procedures and code of conducts
- Collaborate with the Appraisal, Monitoring and Evaluation(AMEU) department to ensure the program indicators are being monitored and achieved
- Provide regular information feedback to the Economic Development Team Leader and Livelihood program manager on the progress of the program, challenges and future perspectives for the area
- Consistently meet with each VSLA group at appointed times to offer technical guidance and ensure compliance to VSLA principles
- Organize and synthesize data about VSLA groups by localization, beneficiaries, and financial totals
- Provide individual training to village agents and others who might be involved with VSLA program
- Develop sustainability mechanism for the VSLA groups through establishing a network of village agents
- Ensure independence, transparency, and fairness of VSLA processes
- Provide regular reports to team leader and other management on lessons learned from trainings, opportunities for improvement, and updates on participant performance
- Explore innovative approaches in linking VSLA's to formal financial structures.
- Plan for cross learning a cross the groups as and when possible to motivate the groups
- Other duties as assigned by the immediate line manager

#### **Knowledge and Experience**

- BA/BSc in relevant field required;
- 3 years of solid experience in mobilization and organization of saving and lending groups.
- Experience working with multiple stakeholders to identify beneficiaries according to criteria required.
- Experience with running assessments, monitoring and evaluation and other learning efforts required.
- Experience representing the organization and its interests to a diverse range of local and international, government officials, local civil society organizations, other international organizations and the public.
- Commitment to renewing and maintaining knowledge of best practices
- Demonstrated training and facilitation experience
- Ability to work under pressure
- Demonstrated strengths in analytical skills, monitoring and evaluation, and report writing
- Strong interpersonal, intercultural and communication skills
- Excellent oral and written skills and computer skills
- Fluency in English and Arabic is required.
- Demonstrated skills in problem solving and ability in dealing with issues of complexity.
- Active listener and contributor, working to create a strong team share ideas and learn.
- Possession of motorcycle riding permit is an added advantage

#### **KEY PERFORMANCE INDICATORS**

- Number of groups formed, trained and supported in VSLA management
- Number of VSLA trainings conducted in a year
- Number of training materials developed for training
- % of people who are accessing credits from VSLA groups
- Number of people who have established businesses as a result of VSLA
- % of people who are saving regularly and accessing loans
- Number of success stories recorded from the community as a result of VSLA
- Number of work plans and reports submitted per month.
- % of PoCs who are able to improve their livelihood as a result of VSLA
- Number of technical support visits conducted per month

#### **Applications**

- Applications should be submitted in English, and should include:
- detailed CV
- cover letter
- photocopy of all university degrees
- photocopy of national ID card,
- photocopies of work certificates related to past jobs
- All applications should be submitted to the ACTED Country Office in Juba (Hai Malakal, and ACTED Office in Maban (Doro Compound) in hard copy by January 24, 2017. Or by mail to [juba.hrofficer@acted.org](mailto:juba.hrofficer@acted.org); [gendrassa.administration@acted.org](mailto:gendrassa.administration@acted.org); [stephen.mawadri@acted.org](mailto:stephen.mawadri@acted.org)
- Shortlisted candidates will be contacted by ACTED Human Resources Department within two weeks of the application deadline.
- Application materials are not returnable, therefore applicants are strongly recommended not to submit original documents.
- Note: This position is open to South Sudan Nationals & Women are encouraged to apply