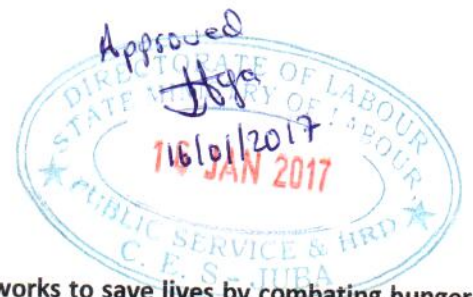




South Sudan Mission

VACANCY NOTICE



Action Against Hunger (ACF)-USA is part of the ACF-International Network which works to save lives by combating hunger and diseases that threaten the lives of vulnerable communities, through nutrition, food security and Livelihoods, water and sanitation, health and advocacy.

ACF-USA is current looking for suitable candidates to fill the position of **FSL Program Manager (1 Position)**.

Position open date: 17th January 2017

Starting date: ASAP.

Duty Station: ALEK

VA-2017-9

Objective 1	Ensure technical implementation of FSL activities in Gogrial West
Tasks & responsibilities	<ul style="list-style-type: none"> • Ensure appropriate design and implementation of FSL activities according to technical standards; • Plan/conduct FSL activities of the Program, ensuring a correct implementation complying with the indicators and outcome expected. • Develop and ensure the use of appropriate techniques and materials for staff and community training. • Prepare bill of quantities (BoQs), technical specifications, and technical drawings for any proposed FSL infrastructure and procurement. • Ensure program activities are completed on time, within budget and with acceptable quality. • Conduct any necessary assessment to ensure that target population has access to planned services. • Ensure post-implementation monitoring of ACF FSL activities.
Objective 2	To develop ACF understanding of FSL issues in Southern Sudan
Tasks & responsibilities	<ul style="list-style-type: none"> • Ensure that all data and information is updated, well organized and easily accessible; and that lessons learnt and best practice are capitalized. • Analyze and report on the evolving humanitarian needs and provide clear recommendations for interventions. • Carry out needs assessments. • Participate in the definition of the FSL strategy for ACF as well as identification and design of potential new intervention areas.
Objective 3	Represent ACF and participate in external coordination within the FSL sector stakeholders/partners at the county and state level.
Tasks & responsibilities	<ul style="list-style-type: none"> • Participate in FSL Coordination meetings held at county and state levels • Maintain ACFs position as a leader of FSL Cluster at State and county level. • Assess feasibility of ACF technical support and guidance to partner agencies and relevant governmental bodies. • Coordinate FSL activities with local authorities, stakeholders and NGOs. • Participates to any FSL and/or emergency coordination meetings at county and state level when feasible. • Keep an update on the evolution of the FSL situation in all the states targeted by the response, and on the evolution of the responses in the areas. • To enhance ACFs visibility in FSL programming in Warrap State by providing regular assessment and situation updates to the FSL Cluster.

Objective 4	Direct management of FSL team at Warrap State, ensuring correct coordination with ACF team at Base Level (Field Co, Logistics, WaSH, Nutrition, HR and Finance)
Tasks & responsibilities	<ul style="list-style-type: none"> • Participation in weekly base team meetings and any other general team or strategy meeting. • Follow up of FSL program budgets in liaison with the FSL coordinator, Admin and Field Coordinator to ensure budget expenditure is in line with program objectives and timeframe. • Closely manage FSL related expenses and ensure regular budget follow-up as well as accurate forecasts for planned FSL activities. • Follow up of logistics requirements for FSL programs in liaison with the Log Department. • Provide communication and support to field based FSL staff for all matters concerning human resources. • Provide necessary trainings for FSL field staff regarding program implementation as well as ACF procedures and code of conduct.
Objective 5	Ensure timely reporting to Field Coordinator, FSL Coordinator and FSL stakeholders.
Tasks & responsibilities	<ul style="list-style-type: none"> • Reporting on attended meetings or training to share with program staff and FSL Coordinator • Monthly ACF FSL report to be sent to the FSL Coordinator – which includes an overview of the FSL situation in Warrap State, external coordination update, achievements for the past month and objectives for the following month. • End of mission report to be sent to FSL Coordinator; provide regular and timely reports to ACF coordination team in regards to the risks, constraints and escalating or evolving issues relating to the program management in the field; and inform the hierarchy accordingly. • Document the results of all assessments and situation reports and provide timely feedback to the FSL Cluster in both written reports and formal presentations if needed.
Objective 6	Undertake all management of monitoring and evaluation systems for FSL activities in Warrap State.
Tasks & responsibilities	<ul style="list-style-type: none"> • Ensures project indicators are monitored, reported and reach performance according to international/national thresholds. In case results do not meet thresholds, propose additional solutions towards the improvement of the results and on process to learn what may be affecting performance. • Create monitoring tools and data collection formats that track program performance • Ensure that simple beneficiary feedback mechanisms are in place to provide accountability for FSL activities.

INTERNAL & EXTERNAL RELATIONSHIP

Internal	<ul style="list-style-type: none"> • <u>Field Coordinator</u> : hierarchical relationship – technical support – exchange of information • <u>FSL Coordinator</u> : functional relationship – technical support • <u>Administrative/Log Coordinators</u> : exchange of information and collaboration on financial and planning matters • <u>HR Coordinator</u> : exchange of information and collaboration on recruitment, training and, if need be, on team management problems • <u>Others Program Managers</u>: exchange of information and coordination (integrated approach)
External	<ul style="list-style-type: none"> • <u>Local governmental and non-governmental partners</u> : exchange of information, coordination, training, supervision, influence on choice of technical options • <u>Local medical authorities</u> : exchange of information, coordination, influence on choice of technical options • <u>Local representatives of international aid organizations</u> : exchange of information

REPORTING RESPONSIBILITIES

- Prepare regular assessment reports (both internal and external)
- Provide internal weekly and monthly field activity reports
- Contribute to regular donor reporting and proposals
- Prepares monthly activity reports including the reporting on all indicators related to the project
- Prepares punctual qualitative study (surveys, focus groups, etc.), supports report drafting and review for dissemination.

POSITION REQUIREMENTS

QUALIFICATIONS

- BSC or Master's degree in Agriculture, Food Security or related field

SKILLS & EXPERIENCE

ESSENTIAL	<ul style="list-style-type: none"> • Experience in FSL program management in emergency set-up including proposal writing, project budget management, reporting and training provision. • Significant experience in working with governments and demonstrating capacity towards achievements through national institutions expected • Capacity building commitment and techniques for ACF and Ministry of Agriculture (MoA) essential. • Excellent inter and intra personal skills to ensure consistent positive relations with MoA • Excellent writing and analytical skills. • Excellent communication skills. • Good management and representation competencies. • Excellent in influencing and negotiation skills. • Good computer skills (MS Word, Excel, Outlook); • Minimum five year experience in related subject;
PREFERRED	<ul style="list-style-type: none"> • Proficient skills in adult learning skills and overall training delivery techniques essential • Flexible personality and good negotiation skills. • Willing for frequent travel to provide emergency response to various locations. • Easily integrate with remote areas living conditions. • Previous experience with ACF or other INGOs; • Relational qualities, Flexibility, Dynamism, Creativity,

To apply send your application with CV, cover letter and three professional references to recruitment.ssd@acf-international.org specifying "FSL Program Manager_ALK_VA-2017-9" in the title of your email, or deliver your application to: Action Against Hunger Office in Juba.

The deadline for applications is Friday 27th January 2017 at 5:30 pm.

Note: Applications submitted are non-returnable