



National Relief and Development Corps

Thongpiny, Kololo Road. Juba – South Sudan

Opposite TM Lion Hotel,

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15/5/2019

VACANCY ANNOUNCEMENT

National relief and development corps (NRDC) is a National, humanitarian, non-profit organization dedicated to saving lives and relieving suffering through relief and development programs. Established in 2001 by volunteer south Sudanese, National Relief and development corps is private, voluntary, non-political, non-sectarian organization. The NRDC purpose is to actively contribute towards poverty alleviation through promotion of sustainable self-reliance and self-sufficiency in food production and social services to attain socio-economic prosperity.

National Relief and development corps is therefore looking for a suitable candidate to fill the

- Position:** Project Officer
Department: Program
Report to: Program coordinator.
Location: Tonga, Upper Nile
Start Date: As soon as possible
Closed Date: 6 June 2019.

1. *Position profile*

Under **the supervision and guidance** of the Executive Director and Program Coordinator, the Project Officer will be responsible for ensuring that projects' activities are fully implemented in accordance with proposals, according to NRDC rules and regulations and donor requirements in South Sudan.



MAIN RESPONSIBILITIES

- Follow up the implementation project activities in Upper Nile(Panyikang/ Fashoda County)to ensure the project is completed in a timely and accountable manner
- Ensure that NRDC actions are ethnically fair and proportionate.
- Coordinate with the field team in South Sudan and other departments to prepare and implement project monitoring and evaluation plans.
- Set up, plan, supervise and monitor the project at the field level to ensure the successful implementation of all projects activities, the generation of planned outputs and attainment of key project objectives.
- Receive monthly reports from Field Project officers, review and refine before sharing with Program Coordinator.
- Help in updating of monthly Project Management Framework (PMF) sheets to ensure smooth tracking of the assigned projects
- Periodically monitor and update Beneficiary database of the projects and update in the events of re-targeting before finally sharing with Programme Coordinator and compliance as well as other interested departments
- Ensure all activities undertaken are appropriately documented (agreement/MOUs with relevant authorities in Upper Nile, attendance sheets and training circular, beneficiary Registration lists, work plans and accounts when relevant.
- Coordinate with Program/ Finance departments in alerting them on all planned monitoring activities of the projects and create smooth work relationship
- Liaise with field project officers in providing necessary technical support in reporting and implementation of project activities
- Budget and monitor project expenditures to ensure they are in line with NRDC and donor requirements.
- Liaise with other departments to coordinate procurement and other needs for project implementation and organization base support
- Produce departmental internal report on weekly and monthly basis
- Provide internal reporting as requested from coordination and line management
- Accurately manage payment lists for beneficiaries ahead of cash transfers.
- Perform other duties as requested by supervisor
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Requested profile/ Qualifications.

- Bachelor's Degree or equivalent in Development studies, Social science or other relevant discipline
- Project management experience in Donor Funded Projects
- Demonstrated experience in project management in an NNGO/NGO/INGO is highly preferable.
- Experience with SCOPE system will be a plus
- Able to manage a high workload and meet tight deadlines
- Hands On experience in report writing
- Prior significant humanitarian work experience especially and Cash transfers and Protection programs is an added advantage



- Flexibility and ability to multi-task under pressure;
- Proven ability to work creatively and independently both in the field and in the office;
- Good inter-personal skills, commitment and motivation
- Fluent in Arabic and English

Other duties as assigned. The duties and responsibilities listed are representative of the nature and level of work assigned and are not necessarily all inclusive.

HOW TO APPLY:

All applications should be addressed to the Human Resource Officer, National Relief and Development Corps Via the email: nrdchr4.org@gmail.com

Hand delivery to: NRDC Office, Thongpiny, Kololo Road opposite TM Lion Hotel Juba – south Sudan.

Candidates MUST state the position and location they are applying for as the subject of their email, application letter and curriculum vitae should be in a single Microsoft word Document, otherwise applications will not be considered.

