



BUILDING FLOURISHING COMMUNITIES

VACANCY ANNOUNCEMENT

1. Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programmes in the area of emergency response, DRR, health, food security, extractives, security & justice, women leadership and investments. Cordaid is active in seven States in South Sudan. Presently, Cordaid is expanding its emergency programme in different parts of the country. For that purpose additional technical capacity is required. Cordaid is therefore currently looking to fill the position of

1.1 POSITION TITLE: Project Officer Emergency Preparedness & Response

JOB LOCATION: To be based in Upper Nile State

2.1 Reporting Line: Project Manager Emergency Preparedness & Response

1. Purpose of the position:

Reporting to the Project Manager that is based in Juba, the Project Officer will be responsible to implement a multi-sectorial emergency preparedness & response the implantation of the SSJR2 project activity. S/he will be responsible for assessment, planning, implementation, monitoring, capacity building, reporting and coordination with UN clusters, local authorities, other key stakeholders and local partners.

2. Key Responsibilities and Accountabilities:

Project Management

- Support the Project Manager in planning and implementing project activities to meet key deliverables based on timeline and scope agreed with the donor;
- Ensure beneficiary targeting takes place in line with agreed criteria and in such a way that is transparent and accountable, compliant to CORDAIDs standards and commitment
- Liaise with key stakeholders at project field level, government authority, cluster system, national and international organizations;
- Support Project Manager in organizing meetings and community engagement sessions, including conducting community workshops related to food security, Hygiene promotion, WASH infrastructure and community WASH/assets rehabilitation.
- Participate in and ensure effective monitoring and evaluation system design, and implementation for all aspects of the project including monitoring against technical indicators, progress by developing and applying monitoring tools to inform reports to senior management
- Ensure in confidential & secure filing and record keeping of project activities at field level.
- Supervise and support community mobilisers & volunteers in delivering result areas for the project.
- Conduct himself/herself both professionally and personally in such a manner as to bring credit to CORDAID.
- Other assigned tasks, as necessary
- Provide insightful information and assist in developing proposals



Documentation and Analysis:

- Document successes, failures, lessons learned, and stories from the field
- Conduct surveys, needs assessments, and data and information collection for on-going programming
- Provide reporting on time according to deadlines and to meet donor and HQ reporting on projects.

Monitoring and Evaluation:

- Provide regular reporting, analysis of data, on weekly and monthly basis
- Provide oversight, training, data management support (forms, tools, monitoring systems) and guidance to concerned project staff.

Representation & Coordination:

- Focal point for project activity at field level, and maintain regular contact with Juba level on all aspects
- Liaise frequently with UN agencies, cluster and other NGOs working in the assigned area.
- Ensure that local NGOs have opportunities to offer field insights and reflect on program progress and effectiveness.

Other

- Undertake CORDAID work in a manner that upholds the organisational value and integrity, and dignity and value for beneficiaries.
- Act in accordance with Security protocols and instructions from line Manager
- Assist in promoting CORDAID EPR among beneficiaries, local authority and its alliances & partners
- Conduct himself/herself both professionally and personally in line with the Humanitarian Code of Conduct and in such a manner as to bring credit to CORDAID and not to jeopardize its humanitarian mission.
- Any other duties that can reasonably be asked from the position.

3. Qualifications, skills and competencies:

- Degree or equivalent in community development, agriculture, water and sanitation, socio-economic studies, or related field;
- At least 3 years' relevant work experience, including 1+ years' experience of delivering emergency response and recovery programmes (e.g. food security, WASH, shelter/NFI, health/nutrition, protection).
- Practical experience in project cycle management and proposal writing.
- Good understanding on cluster system and experience in coordination with various actors at the field level.
- Practical experience of working with local partners.
- Strong reporting, analytical and problem-solving skills; strong team player
- Willingness to live in field location with very basic facilities.
- Excellent English writing and communication skills; knowledge of local languages an asset

4. Other:

- Immediate start
 - Can do attitude & willingness to learn new approaches; ability to get the job done to meet tight deadlines with full accuracy level
 - Duration – Contract duration to 30 November 2016, upon satisfactory probationary time of 2 months commencing at the start of contract.
- Salary and benefits; Cordaid pays a competitive salary and benefit package.

Further information & how to apply

Applications which must include a motivation letter and current CV in English, including contact details of at least three professional references, should be submitted not later than 22th March 2016, to the following e-mail address only: applications.southsudan@cordaid.net, stating "Project Officer Emergency Preparedness & Response Upper Nile State" at the subject line.

