

**MINISTRY OF AGRICULTURE & FOOD SECURITY (MAFS)**

**Recruitment of Programme Officer**

**Republic of South Sudan**

**Safety Net & Skills Development Project (SNSDP) (P143915)**

**Credit No. 5284-SS**

**Assignment Title:** Consultancy Services for Programme Officer

**Reference No**. MAFCRD/SNSDP/IC/13/16

1. The Government of Republic of South Sudan is implementing Safety Nets and Skills Development Project (SNSDP). The objective of SNSDP is to provide access to income opportunities and temporary employment to the poor and vulnerable and put in place building blocks for a social protection system.
2. The SNSDP has three components – 1) Social Protection System and Project Management, 2) Public Works, and 3) Skills Development. The Ministry of Agriculture & Food Security (MAFS) is the lead Ministry for implementation. Ministry of Gender, Child and Social Welfare, would coordinate the social protection policy development (Component 1). Ministry of Agriculture, Forestry, Cooperatives, and Rural Development would lead the coordination of the Public Works component (Component 2). Ministry of Labour, Public Service and Human Resource Development (MoLPSHRD) would coordinate the skills development component (Component 3).
3. The overall objective of the assignment is to provide technical support to the projects. The Programme Officer shall be based at MAFS HQs and shall work in the Project Implementation Unit (PIU) and will undertake the following general tasks:

* Assist the Project Manager in the day to day management of the projects activities
* Support project implementation and development by liaising with the different Directorates, to ensure involvement of the technical Directorates within MAFS and other concerned government institutions in the implementation of the projects.
* Support the monitoring of the project deliverables against the work plans, coordinate and ensure distribution of deliverables/reports
* Support the Project manager in working closely with the Financial Specialist to ensure that project tracking systems for monitoring project spending against contracts are in place
* Organize, facilitate, participate and follow-up meetings with government counterparts and other partners as necessary and ensure records, recommendations and agreements are kept.
* Assist in coordination and overseeing of entry of relevant data into the project database, verify the accuracy of inputted data, ensure the filing system is updated and include database information in periodic project reports.
* She/He is to work closely with the project team members in the organization of the project activities including workshops, training arrangements and in writing reports which includes: monthly, quarterly, semi-annual and annual reports besides other reports as deemed necessary by the project management.
* Assist in the development of an appropriate communication and information strategy to support and/or advocate programme development.
* Assist in monitoring the compliance with all projects manuals and contribute to the development of the Implementing Partners work plans and budget with the help of the Financial Specialist and procurement Specialist at the PIU
* Assist in the preparation of Terms of Reference (TORs) and supporting documents for the various activities in relation to the project.
* Support the Project Manager in provision of clear implementation guidelines and expected outputs and outcomes of the implementation of the components including the M&E arrangements to the implementing agencies
* Assist in coordination and supervision of support staff, general services and operational support
* Maintain project filing system and continuously update the files, keep tracks of documents related to the project
* Review and maintain incoming and outgoing communications and draft correspondences and memos
* Coordinate necessary arrangements for international and national expert missions and advise the stakeholders on aspects of mission programming
* Compile and distribute all project reports
* Execute any other assignment as directed by the project management

1. The Ministry of Agriculture & Food Security (MAFS) now invites eligible Individual Consultants (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The shortlisting criteria are:

* At least a Bachelor degree in Project Management or any other related field.
* At least five years of working experience in the rural sector with NGOs/Private Sector and with good knowledge of project management
* Good knowledge of project cycle management
* Strong team working skills and willingness to travel at short notice
* Excellent communication skills with ability to express ideas clearly, logically and effectively, both orally and in writing in English
* Computer literacy and ability to use word processing and office technology equipment

***NB:* *Government officials or civil servants will not be considered unless: (i) they are on leave of absence without pay or have resigned or retired six months prior to the date of the advert; and (ii) they were not working either for MAFS,* MoGCSW *or* MoLPSHRD *(the hiring Agencies) before going on leave of absence without pay, resigned or retired.***

1. The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank’s Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers” dated January 2011 (“Consultant Guidelines”), setting forth the World Bank’s policy on conflict of interest. In addition, please refer to the following specific information on conflict of interest related to this assignment: Bank policy requires that consultants provide professional, objective, and impartial advice and at all times hold the client’s interests paramount, without any consideration for future work, and that in providing advice they avoid conflicts with other assignments and their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of being unable to carry out the assignment in the best interest of the Borrower.
2. Further information can be obtained at the address below during office hours Monday - Friday, from 9:00 A.M. to 16:00 P.M.
3. Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) before **12:00 noon on 14th June, 2016**.

**Dr. George Leju Lugor**

Director General for Agriculture & Extension Services

Projects Coordinator

Ministry of Agriculture, Forestry,

Cooperatives & Rural Development

Ministries Complex

RSS-Juba

Tel; +211956335352

Tel: +211955314838

Tel; +211955486861

E-mail: [paitemg@hotmail.com](mailto:paitemg@hotmail.com) with a copy to: [lejulugor@yahoo.co.uk](mailto:lejulugor@yahoo.co.uk); [lukaakwai1@gmail.com](mailto:lukaakwai1@gmail.com); [florence.kimani@hotmail.com](mailto:florence.kimani@hotmail.com) , waigoben2000@yahoo.co.uk; [bebe.chaikanga@yahoo.com](mailto:bebe.chaikanga@yahoo.com);