



Vacancy announcement

Programme Officer (2) for DCA's South Sudan Office

DanChurchAid (DCA) is looking for an experienced **Programme Officer**. The position is a one-year position with the possibility of extension based on performance/donor funding. Duty station will be Juba with frequent travels to field locations.

DCA is working with local partners in South Sudan to assist the poorest of the poor with a focus on protection, combating hunger, working for peace and conflict mitigation and the safe removal of explosive remnants of war (EWR).

In DCA we strive to secure high-quality standards for both our programme and support staff. The aim for our staff is to maintain a smooth running of the DCA Office with accountability, professionalism and staff welfare as a priority; creating an efficient, open and inspiring work environment for all.

The **Programme Officer** in close collaboration with Senior Programme officer (SPO) will engage in programme and project appraisal, planning monitoring and Evaluation. Writing Narrative Reports and financial accountability. Conducting project level organizational development and capacity building whilst ensuring fledged networking, information and funding source mobilization as part of the Humanitarian Assistant and Resilience Program team supporting the Humanitarian Humanitarian Response Activities undertaken and/or supported by DCA South Sudan.

The main responsibilities of the **Programme Officer** – Humanitarian Response Include:

- Assessing feasibility of new project proposals, exploring alternative options and remaining updated on the baseline data and most recent developments in the field of humanitarian response;
- Appraising the project proposals, corresponding with the partners for any additional relevant information related to the proposal;
- Ensuring that the project proposal is in line with DanChurchAid Vision & Plan and Strategy on humanitarian response;
- Ensuring that lessons learnt from previous phases are taken into consideration in subsequent phases of specific projects, and that general lessons learnt are considered in all new projects;
- Facilitating the integration of rights and gender as integral components of the activities;
- Critically analysing both the narrative as well as the financial/audited statements received from the partners so that the programme and the process is following the right direction as per the scheduled plan. After discussion with the CD (or the Programme Coordinator) share with the partners the feedback and seek for clarifications if need arises;
- Verifying all the expenses included by the programme /project by the partners against the approved budget for the year. In case of any major

variations/deviations from the original plan/budget, this must be brought to the attention of the Senior PO;

- Preparing annual input to reporting on DCA Vision & Plan, ROI and Rolling Plan for DANIDA;
- Identifying/compiling the cross cutting training needs of the partners the budget and organize delivery of the training;
- Facilitating the strengthening of the human, financial, information, documentation and governance systems of partner organizations;
- Enhance synergy points in the project and the issue of networking with other partners and sister organizations;
- Gathering, assessing and disseminating information on the humanitarian situation in South Sudan to colleagues and partners, with a special focus on the areas where DCA operate;
- Ensuring that networking is strengthened between implementing and funding partners' incl. DCA and its partners;
- Concept note development in agreement with the Senior PO plan for field visits and prepare a brief note on the purpose and output of the visit;
- Planning field visit in cooperation with the Partners and coordinate with other funding agencies to the Partner if relevant;
- Preparing a travel report with observations and recommendations to be shared with partner organization, head of programmes and uploaded on the Intranet;

We are looking for a colleague with the following qualifications:

- At least 5 years' extensive experiences in humanitarian program preferably with Non-Governmental Organizations;
- Bachelor Degree in Social Sciences and other field but Master is an added advantage
- Experience of working with HAP/CHS/SPHERE standard;
- Experience with working with local/international partners will be an added advantage;
- Very strong communication skills (oral and written);
- A team player with an open, compassionate, humorous disposition;
- Flexible, patient and persistent personality;
- Good computer skills (Word, Excel, Power Point, Outlook, etc);

DCA is an equal employer, so, we encourage women to apply and a South Sudanese will be preferred for the position.

Interested candidates should submit a cover letter and CV to ssk.recruitment@dca.dk. Mark "**Programme Officer/candidate's surname**". **The deadline for applications is August 02, 2017.** If this is not at all possible an application can be submitted by hand at the DanChurchAid Office Compound in Tongping opposite office of the political parties. **Please note that no material or documents handed over to DCA will be returned to the applicant upon termination of the recruitment process.**

