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POSITION: Community Engagement & Accountability Assistant Project Officer

LOCATION: Twic East – Jonglei State

STARTING DATE: ASAP

Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

We have a vision to see 50 million people released from material and spiritual poverty through a worldwide network of 100,000 local churches. We operate in more than fifty countries around the world. We deliver our strategy by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund's South Sudan Programme is looking a suitable South Sudanese candidate for the position of **Community Engagement & Accountability Assistant Project Officer** to be based in **Twic East – Jonglei State**

1. JOB OVERVIEW

To provide Human Resources, Administration and other General Office support to the Human Resources team in the day to day operations to ensure efficiency and effectiveness on systems and procedures.

2. POSITION IN ORGANISATION

- Grade: B2
- Reports to the Area Coordinator
- Closely co-ordinates with the following members of the senior management team: All project managers and Area Coordinator (and where appropriate Sector Advisors and PSOs).

3. ORGANIZATIONAL REQUIREMENTS

- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.
- The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:
 - To model godly leadership in all aspects of character and conduct.
 - To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.
 - To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Beliefs statement.
 - To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.
 - To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
 - To provide support and spiritual encouragement to staff and colleagues, in line with biblical principles.

4. KEY RESPONSIBILITIES

The percentage figures shown against each heading are only intended to convey a rough idea of the relative size of the various areas within the overall job

4.1 Good Practice and Institutional Learning (80%)

- Designs the accountability to beneficiaries' action plan with the area coordinator

- Implement accountability to beneficiary's action plan in the field. This will involve seeing that beneficiaries are involved in the design of the assistance they receive and that there is a mechanism for them to give feedback to Tearfund on the assistance.
- Develop good and open relationships with beneficiary communities and maintain a good understanding of their perception of the programme
- Facilitate Tearfund's operations by being as open as possible to the beneficiaries including disseminating information about the programme as appropriate as well as beneficiary entitlements to the beneficiaries.
- Facilitate, participate in and document project reviews and evaluations and ensure learning is understood and disseminated to field and Head office based stakeholders.
- Manage knowledge and information sharing within the programme to identify, document and disseminate good practice.
- Develop and maintain ongoing orientation and induction package for County programme.
- Provide information on impact of Tearfund activities to the community in liaison with other programme staff.

4.2 External Relationship/ Representation (10%)

- Liaise closely with local community leaders, local government/ministries, Tearfund partners and other relevant stakeholders as directed by the area coordinator.
- Encourage positive relationships with local church and partner organisations and assist in the development of collaborative programming.
- Facilitate occasional visits to programme sites by external stakeholders and/or Tearfund UK-based staff.

4.3 Corporate Policy and Compliance (5%)

- Contribute towards promoting and adhering to Tearfund's Purpose, Basis of Faith, Core Values and Operating Principles
- Provide support and guidance to team members to ensure all activities are compliant with standard operating procedures
- Support the induction of finance staff, ensuring their familiarity with Tearfund's mandate, values, Quality Standards, policies and programme objectives and their individual responsibilities in upholding these standards and policies
- Contribute towards compliance with all host country legal, contractual and statutory requirements as delegated by the Finance Manager

4.4 Spiritual Leadership (5%)

- Support staff's spiritual wellbeing and encourage adherence to Tearfund's Christian distinctiveness.
- Lead and participate in spiritual sessions of worship, prayer, teaching and reflection and be committed to the outworking of Tearfund's Missions, Values and Beliefs Statement.
- Attendance at regular team devotions, away days and retreats.
- Responsible for maintaining your own spiritual development.
- Be committed to actively working and living in accordance with Tearfund's evangelical Christian beliefs

PART 2 – PERSON SPECIFICATION

JOB TITLE: Community Engagement & Accountability Assistant Project Officer

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Graduate (Sociology, Community Development studies, rural development planning or equivalent qualification) 	Preferably a Pastor
EXPERIENCE	<ul style="list-style-type: none"> • At Least Two Years of Proven experience in: <ul style="list-style-type: none"> ○ Monitoring & evaluation. ○ Strategic planning ○ Working with pastoral community. 	<ul style="list-style-type: none"> • Proven experience with people management.



	<ul style="list-style-type: none"> • Strong work experience with international NGO. • Strong experience working with CBOs and/or local NGOs 	
SKILLS/ ABILITIES	<ul style="list-style-type: none"> • Fluency in the local language • Negotiation and representation skills • Analytical skills • Problem solving skills • Training skills • Excellent written and verbal communication skills in English (including ability to communicate effectively in Juba Arabic or Local Language of the Area) • Mobilization and facilitation skills • Strong understanding of project cycle management. • MS office computer knowledge • Administrative skills <p>Ability to communicate confidently and comfortably about own personal faith</p>	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Humanitarian motivation • Emotionally and spiritually mature • Team player and strong capacity of patience • Understanding and sensitivity to cross cultural issues • Flexible and adaptable to ever changing environments • Ability to remain calm under pressure • Good sense of humour and out going • Willingness to travel and live in difficult, basic and at times insecure condition <p>An understanding of and a commitment to Tearfund's Mission, Values and Beliefs Statement</p>	

How to Apply:

If you believe you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the HR Department at Tearfund office in Twic East- detailing your experience for the post and include daytime telephone contact to twiceast-fa@tearfund.org and CC southsudan-hrm@tearfund.org.

The subject matter of your email should be the title of the job you are applying for. The closing date is 11th April 2018 at 5:00pm.

Note:

- Female candidates are strongly encouraged to apply
- Only short-listed applicants will be contacted for interviews.
- Applications once received are not returnable

