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Approved by
MLPS & JRB



**Juba, Munuki Block A, BilPham Rd, Opposite Mobilli
Petrol station.
South Sudan**

Tel +211/ (0)927240078/ (0)926145122 /(0)922888958

Email tadojuba@gmail.com

[website : www.tado-ss.org](http://www.tado-ss.org)

VACANCY ANNOUNCEMENT

POSITION TITLE: Shelter and Non-Food Items (S/NFI) Manager

DUTY STATION: Juba-(Roving 70% field and 30% Juba)

REPORTING TO: Head of program

STATUS: FULL TIME

COUNTRY PROGRAMME OVERVIEW

Touch Africa Development Organization (TADO) is a NNGO non-political, non-profitable organization, fully registered under the South Sudan Humanitarian **Act of 2016**, with **RRC Reg No 240**, to respond to emergency and developmental needs for South Sudan people in order to sustain and strengthen the humanitarian interventions through Health and Nutrition, Food security and Livelihoods, Education in Emergency ,WASH,S/NFI/Shelter, Protection subsectors e.g. GBV/child protection, Peace Building and conflict Management and Governance

TADO is managed by independent non-partisan professionals who have a wealth/extensive experience practically & technically on various fields of humanitarian sectors and community development projects as they have special training skills among the sectors of humanitarian interventions, e.g. Human rights, child protection and capacity building programs.

TADO wishes to recruit a highly competent, proactive and self-driven individual (South Sudanese), for the position of **Shelter and Nonfood Items(S/NFI) Manager**, based in Juba – Roving to all TADO Projects Location in Upper Nile, Warrap & Eastern Equatorial region

Purpose of the Position:

Lead and Coordinate the emergency shelter and non-Food Items to be implementing in Ulang and Nasir counties of Upper Nile state (SSHF Response), He/she will lead Project assessments, efficient and timely submission of accurate reports from field sites and maintains an



appropriate data capturing, cleaning, storage and ensures consistent data throughout the implementation of TADO Emergency Project

Key Duties and Responsibilities:

- Lead and provide Leadership in the overall Project Implementation and reporting of TADO S/NFI Emergency in Ulang and Nasir counties
- Provide technical and design of any S/NFI Project tools
- To actively participate in the Bi-weekly S/NFI cluster coordination meetings at the National level
- To ensure that, all S/NFI emergency cluster methodology are adhere to the objectives of cluster/TADO
- Provide technical and trainings support to field S/NFI staffs
- Guide S/NFI field staffs to Conduct mobilization and sensitization activities on CBI and S/NFIs interventions,
- Identify S/NFIs gaps and lead Focus Group Discussions (FGDs), key informant interviews and visual observations and come up with community based sustainable solutions.

Stakeholders Relations:

- Manage communications and ensure TADO management team are aware of M&E related project activities, progress and exceptions are in a position
- Advise communities and beneficiaries on issues that may impact the achievement of their outcomes (including issues of sustainability and post project requirements such as maintenance)
- Manage the information flows between the TADO TOP Management and the project Participates and Attend Bi-weekly relevant clusters meeting
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Educational Qualification

- Applicant should have a minimum of Degree in Business administration, Education, or similar discipline Person specifications:
- At least 3 year of working experience in S/NFIs sector, good understanding of S/NFIs needs and cluster procedures.
- Good M&E and reporting skills;
- Fluency in English and Arabic language required;
- Computer literate (Word, Excel);
- Ability and motivation to work well with local authorities, local leaders and local community;
- Good cooperation skills, ability to work well both independently and in a team;
- Good creative problem solving and social skills;



- Stress-resilient to be able to cope with deadlines and complex problems
- Strong organizational, interpersonal and communications skills;
- Willing to work extra hours and available at the weekend for emergency cases
- Sensitivity towards the protection and well-being of vulnerable beneficiaries, agencies, NNGOs and other international partners to promote partnership and building

HOW TO APPLY

Qualified and interested candidates should send their application letter, CV with at least three referees and copies of academic documents to jobs@tado-ss.org or drop their application forms to TADO head office in Munuki Block A off Bilpham Road opposite Mobilli Petrol Station, Juba South Sudan not later than 19th March, 2019 at 5.00 pm local time.

NB: TADO retains copies of application papers at the end of the recruitment process and therefore only copies of your academic documents and other testimonials should be submitted. Due to the urgency of the position, applications will be reviewed on regular basis and the position may be filled before the end of the expiry date of the advert. Only short listed candidates will be conducted for interviews.

Women candidates are encouraged to apply.

