



<b>Job Title:</b>	Food Security Programme Officer (FSO)
<b>Job Location:</b>	Lainya/Wonduruba
<b>Reporting to:</b>	Emergency Response Coordinator (ERC)
<b>Starting Date:</b>	21 -06-2017
<b>Closing date:</b>	28 -06-2017

### **General Description of the Role**

The primary role of the Food Security Officer will be to support the implementation of food security Livelihood programme targeted at delivering emergency staple crop/agric kits and training to targeted beneficiaries and transitioning the programme into longer-term development objectives.

The FSO will also be responsible for overall field implementation of the Lainya/Wonduruba food security and Livelihood programme with the support of the Emergency Response Coordinator including: training, monitoring and reporting in a timely manner, building and maintaining relationships with other NGOs and the local authority in the area.

The FSO will ensure that programme assistants have established weekly work plans and are carrying out assigned duties.

In summary: the FSO will ensure that the Lainya/Wonduruba food security and livelihood programme is implemented on time, to a high quality and is accountable to donor guidelines.

**Note that** this position will be field-based, with office time limited to monitoring reports and planning and will require extensive travel within Lainya County.

### **Key Duties**

#### **Programme Implementation Planning:**

- Participate in reviewing programme funding proposal and budget and preparation of an annual programme implementation plan, broken down by month, with support from the Emergency Response Coordinator and the Nutrition Coordinator.

**Start-up of Emergency Response Projects/Programs:**

- Oversee the rapid assessment of the emergency context, in collaboration with the **Country Office**
- Coordinate design and delivery of emergency programs with HQ technical and field teams. This may occur from either the Country Office or field level;
- Support the management of the internal and external emergency roster, including recruitment interviews for select technical staff in collaboration with HR;
- In conjunction with international HR's standardized on-boarding, provide additional orientation and briefing for technical staff & volunteers recruited for deployment to rapid onset emergencies;
- Provide regular support via Skype/phone and email to technical field staff during their deployment;
- Deploy as needed for emergency response and establish technical programming components with integration of related interventions that are responsive to needs;
- Work with operations and the technical team to write concept notes and proposals for future funding.

**Technical Oversight and Management:**

- Provide technical advice on related areas of intervention to field teams;
- Coordinate Nutrition, and Food Security And Livelihood technical support for emergency response efforts;
- Ensure programs utilize standardized protocols, policies and guidelines according to recommended international or national standards;
- Coordinate the stock of emergency supplies and related logistic information tools between the CO and field program & logistic teams;
- Contribute to the development of ACROSS specific technical guidance documents/notes that guide field staff on the minimum operating standards and best practice approaches and ensure guidance are used and revised as needed;
- Provide technical guidance inputs to strategic planning for emergency response and transition to development programming
- Actively work with the FSL/field team for monitoring and evaluation of activities throughout the project cycle including data analysis as well as routine and formative monitoring for decision making;
- Serve as CO Response Management Team (RMT) Lead in the absence or deployment of the Senior Director for Emergency Preparedness and Response.

**ACROSS Emergency Response, Coordination and Representation**

- Provide briefing and debriefing for technical staff of the ERT assessment and implementation teams;



**Ensure detailed and timely monitoring and reporting:**

- Ensure beneficiary baseline information collected upon registration is collected and entered into the appropriate database in a timely manner;
- Establish an appropriate monitoring system, in collaboration with the Coordinator and the Programmes Coordinator;
- Prepare and submit in timely manner project's weekly and monthly progress reports;
- Ensure regular monitoring visits are conducted and ensure data is recorded appropriately in the programme database;
- Actively contribute in the preparation of quarterly and final donor reports, as required;
- Provide training on monitoring tools and support Field team in developing monitoring skills; and,
- Document success stories from the project, with support from the Programme Support Officer.

**Required Qualifications and Experience**

- Degree/Diploma in Agricultural Science, nutrition, social science, rural development or related fields
- Additional professional technical skills or training in Agriculture are desirable;
- 2-3 years relevant experience in implementing Food Security and Livelihood Program
- Excellent ability to monitor on-the-ground activities and integrate beneficiary feedback into programming;
- Demonstrated ability to facilitate training sessions;
- Computer literacy, especially in MS Word and Excel;
- Demonstrated ability to compile high quality written reports;
- Demonstrated ability to work function in a multi-sector team and collaborate for improved programming (e.g., cooperation with the nutrition team)
- Demonstrated ability to collaborate across organizations and build relationships with external stakeholders;
- Able to represent ACROSS South Sudan to government officials, and other stakeholders in a professional manner;
- Excellent community relations skills
- Excellent spoken and written English language skills.

*Duly Approved*  
*21/6/17*

