



50-H-3  
Approved  
Alimz. MURPHY HRB  
Samy

18 July 2016

Terms of Reference  
VSLA Officer

**JOB PURPOSE**

The VSLA Officer will be responsible for assisting in the formation and oversight of village savings and loans associations (VSLAs) in the intervention communities within Maban County



**CHAIN OF COMMAND**

Under the authority of:

- Livelihood Program Manager

Line Management:

- Area coordinator
- Field Extension Workers

**WORKING RELATIONS**

Internal:

- Livelihood department
- VTC staff
- Other departments (camp management, community mobilization, GBV and AME etc)

External:

- Partners working in Maban
- Local Authorities (RRC and CRA)
- Community leaders

**OBJECTIVES**

- To support in establishing new VSLAs, as well as assessing the capacity of existing VSLAs including their training needs and propose actions to build their management capacities.

**Duties /responsibilities**

- Work closely with the Livelihoods Manager and other team members in planning and implementation of VSLA component of the project according to the approved project document, work plan and implementation strategies.
- Identify the capacity gaps of VSLAs, design and implement most feasible capacity building activities based on identified gaps.
- Form and train VSLA groups and provide regular support to the groups to ensure success of the project
- Provide continuous support and oversee activities of the local financial institutions identified for capacity building support.
- Prepare periodic work plans and progress reports.
- Maintain proper filing system as needed.
- Contribute to effective program reporting, monitoring and evaluation systems for both internal and external use in coordination with the other program staff.
- Adhere to all ACTED policies and procedures;
- Conduct himself/herself both professionally and personally in such a manner as to bring credit to ACTED and to not jeopardize its humanitarian mission in country of operation;
- Other duties as assigned by the immediate line manager

## Knowledge and Experience

- BA/BSc in relevant field required;
- 2 years of solid experience in mobilization and organization of saving and lending groups.
- Experience working with multiple stakeholders to identify beneficiaries according to criteria required.
- Experience with running assessments, monitoring and evaluation and other learning efforts required.
- Experience representing the organization and its interests to a diverse range of local and international, government officials, local civil society organizations, other international organizations and the public.
- Commitment to renewing and maintaining knowledge of best practices
- Demonstrated training and facilitation experience
- Ability to work under pressure
- Demonstrated strengths in analytical skills, monitoring and evaluation, and report writing
- Strong interpersonal, intercultural and communication skills
- Excellent oral and written skills and computer skills
- Fluency in English and Arabic is required.
- Demonstrated skills in problem solving and ability in dealing with issues of complexity.
- Active listener and contributor, working to create a strong team share ideas and learn.

### **Submission of applications:**

- Applications should be submitted in English together with a resume/CV, a cover letter, three referees and photocopies of the supporting documents. Or by Email; [maban.livestock@acted.org](mailto:maban.livestock@acted.org); [daniel.odinga@acted.org](mailto:daniel.odinga@acted.org); [juba.hr-adminiassist2@acted.org](mailto:juba.hr-adminiassist2@acted.org); [gendrassa.administration@acted.org](mailto:gendrassa.administration@acted.org)
- **NB:** Open to **South Sudanese Nationals** with National Identity only (Passport or Ginsia)
- **Applications should be addressed to the Human Resources and submitted to ACTED Head Office, Hai-Malakia not than 04<sup>st</sup> August 2016.**
- **Only shortlisted Candidates shall be contacted for interview.**

### ***KEY PERFORMANCE INDICATORS***

- Number of groups trained and supported in VSLA management
- Number of VSLA trainings conducted in a year
- Number of training materials developed for training
- % of people who are accessing credits from VSLA groups
- Number of people who have established businesses as a result of VSLA
- % of people who are saving regularly and accessing loans
- Number of success stories recorded from the community as a result of VSLA
- Number of work plans and reports submit per month.

- % of PoCs who are able to improve their livelihood as a result of VSLA
- Number of technical support visits conducted per month