

50 HRB  
Approved  
MLPS & HRD  
20 APR 2017



VACANCY ANNOUNCEMENT

POSITION: Project Officer  
LOCATION: Juba

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 Southern Sudan Programme is looking a suitable South Sudanese candidate for the position of **Project Officer** to be based in **Juba**.

A. JOB OVERVIEW

To provide programmatic and project management support to the Emergency Programme Manager/Deputy Country Director – Partnerships partners ensuring that projects are implemented, monitored, evaluated and reported in accordance with Tearfund's Quality Standards & within Tearfund's management systems.

1. POSITION IN ORGANISATION

- Reports to the Emergency Programme Manager
- Support the Emergency Programme Manager in achieving their overall objectives, and responsible for carrying out specific designated work packages/projects
- Liaise closely with officials of organisations working in the project area and Organization's partners
- Acts as the delegated authority on request by Emergency Programme Manager
- Liaise with external contacts, partners and internal colleagues as required by the Country Director
- Work closely with support services teams (Logistics, Finance & HR)

2. DIMENSIONS AND LIMITS OF AUTHORITY

- Identifies innovative and effective ideas and approaches by partners or other development players, documents and disseminates them for learning
- Assesses proposals and supports partners in refining them before submitting to Tearfund for approval.
- Together with the Emergency Programme Manager, determines level of capacity development requirements in project management within partner programmes



Sign: [Signature] Juba

- Ensures monitoring, reporting and evaluation is carried out and followed through to ensure accountability and learning opportunities realised
- Establishes a mutually creative and supportive relationship with the Emergency Programme Manager and Deputy Country Director – Partnerships

### 3. DUTIES AND KEY RESPONSIBILITIES

- provide support to partners ensuring their adherence to Tearfund Quality Standards
- provide support to partners in ensuring that the local community is involved in planning and implementation processes
- provide support to partner in identifying the target group beneficiaries with the selection criteria as laid down in the project proposal. Community members are sensitised on the beneficiary selection criteria
- to support the partner in collating base line survey
- to conduct training to extension workers, community mobilisers and other partner implementation staff
- to Monitor the food distribution process and post distribution household stocks
- to facilitate training on improved farming methods
- to facilitate M&E Officer of the partner NGO to track results on a monthly basis.
- To provide opportunities for community feedback mechanism, by organising meetings with households and community resource people

#### Good Practice and Institutional Learning

- Ensures that good practice from partner work is documented, collated and disseminated to other partners, and relevant Tearfund and supporter audiences.
- Contribute to continued improvement of CCM tools currently used by partners.
- Support partners to improve on reporting, and documenting their work including church link updates
- Assist partners in establishing baseline surveys, mid and end programme evaluations.

#### Project cycle management, capacity development & learning

- Provide training and support for partners in documentation and reporting their programmes.
- Assesses, in collaboration with partners, their needs in programme management capacity and proposes ways to develop capacity which foster evaluation, learning and change
- . Assists in development and delivery of Tearfund-led partner workshops and other capacity development activities liaising with partners and consultants before, during & after to ensure efficacy
- Works closely with partners to assist them in project management, building capacity in application of good practice in Project Cycle Management (PCM)
- Analyses partner project proposals against Tearfund's Quality Standards to ensure that the proposed project is relevant to actual poverty issues & need, is designed according to IPMS and represents good value for money
- Ensures project proposals have been logical in approach, matching capacity & scale of project, which is consistent with both the narrative and the financial documents and that appropriate indicators for monitoring, evaluation and mechanisms for risk mitigation are included
- Assesses project budgets for effectiveness, efficiency, coherence, relevance and appropriateness
- Work with partners in implementing Emergency programmes within South Sudan
- Works with partners to systematically monitor project progress and assist them in detecting deviations and especially reporting over and under achievements in the project portfolio
- Ensures that each partner organisation submit quality both narrative and financial reports as per IPMS requirements
- Liaises with partners about planning, execution and reporting of project evaluations to ensure recommendations and learning fed back to stakeholders and incorporated into future plans and projects

Project controls, Management Information System & Finance



- Maintains a coherent project control system using IPMS/IBIS to ensure that project performance is recorded and tracked to ensure appropriate follow up takes place.
- Updates I & T: drives & IBIS with partner and project information so as to create easy access and effective storage of project related information.
- Captures stories of beneficiary transformation to engage and inform UK supporters
- Actively promotes the capturing of learning from the field, and ensuring that this learning is used effectively in country and transferred to the wider organisation & beyond
- Manages and updates system to track proposals, approvals, payments and reports to ensure compliance with IPMS (issues, reminders to partners and follow-ups on late submissions)
- Monitor, follow up, receive and acknowledge receipt of reports and proposals to ensure timely communication with partners (as agreed with the Emergency Programme Manager)

**Partnerships and Institutional funding**

- Conducts research & scopes opportunities for project or programme funding through partnerships and institutional funding (bi-lateral & multi-lateral)
- Supports partners in developing proposals for possible funding from partnerships and institutional funding
- Supports management of partnership funds & institutional donor contracts through tracking and ensuring adequate and timely reports (narrative and financial) are received from partners
- Assists the Emergency Programme Manager in the preparation of donor reports on behalf of Tearfund

**PART B – PERSON SPECIFICATION**

**JOB TITLE: Project Officer**

	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> <li>• Educated to Degree Level or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to Master’s degree</li> <li>• Specialised in social/rural development or management studies.</li> <li>• Training/experience in communication</li> <li>• Financial Management qualification</li> <li>• An understanding of Christian relief and development issues</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>• Proven experience in project design, management, and evaluation</li> <li>• Knowledge of basic accounting procedures</li> <li>• Budgeting experience</li> <li>• Proven experience in project documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Budget management experience</li> <li>• Experience with local/Christian/church based NGOs</li> <li>• Development work with Christian and/or International NGO</li> </ul>
SKILLS/ABILITIES	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills.</li> <li>• Excellent inter-personal skills including sensitivity in cross cultural communications.</li> <li>• Skills – knowledge of CHF, SPHERE Quality standards</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Tearfund’s internal systems especially: IPMS and IBIS</li> <li>• Open to learn and use new</li> </ul>

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 20 APR 2017  
 Sign: .....  
 P.O. Box 04 Juba

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 REPUBLIC OF SOUTH SUDAN

	<ul style="list-style-type: none"> <li>• Ability to collate, analyse and report data in a clear and coherent manner</li> <li>• Ability to organise and manage one's own work</li> <li>• Strong IT skills</li> <li>• Ability to prioritise and work under pressure</li> <li>• Ability to influence in a diplomatic manner</li> <li>• Ability to work with children or vulnerable people in an appropriate and safe manner in accordance with the Tearfund Child Protection Policy</li> </ul>	<ul style="list-style-type: none"> <li>• applications effectively</li> <li>• Working knowledge of local languages</li> <li>• Ability to network and gain respect of leaders of partner organisations</li> </ul>
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>• Committed Evangelical Christian</li> <li>• Committed to Tearfund's values</li> <li>• Good team player, and able to work on own initiative</li> <li>• Meticulous in attention to detail</li> <li>• Able to hold together both mundane and high profile tasks</li> <li>• Able to maintain confidentiality</li> </ul>	

**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 near Juba Teaching Hospital- detailing your experience for the post and include daytime telephone contact to [southsudan-epm@tearfund.org](mailto:southsudan-epm@tearfund.org) , [southsudan-fsl@tearfund.org](mailto:southsudan-fsl@tearfund.org) and CC [southsudan-hrm@tearfund.org](mailto:southsudan-hrm@tearfund.org). The subject matter of your email should be the title of the job you are applying for. The closing date: 10<sup>th</sup> May 2017 at 5:00pm. **This position is an urgent fill so candidate's applications will be reviewed on an ongoing basis and not necessarily at the closing date. Only shortlisted candidates will be contacted for interviews.**

