



VACANCY ANNOUNCEMENT

POSITION: Food Security Project Officer

LOCATION: Aweil

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 **Food Security Project Officer** to be based in **Aweil**.

JOB OVERVIEW

Assisting the Field Coordinator (FC) in the implementation of the emergency food voucher response project.

Responsible for the direct supervision of extension workers and point person in community liaison

Key Responsibilities:

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

Corporate Policies, Management Systems and Procedures (5%)

- Contribute towards promoting and adhering to Tearfund's Purpose, Basis of Faith, Core Values and Operating Principles.
- Undertake all activities in accordance with internal management systems, operating procedures and policies, and monitor field-based work to maintain compliance.
- Facilitate vendor to familiarise with SMART card beneficiaries to access the vendor

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by the
office*



Project cycle management (20%)

- Assist the Field Coordinator in monitoring the humanitarian situation in the sector, making detailed reports with recommendations to the management team regarding community needs, vulnerabilities / capacities and appropriate responses.
- Participate in the design, timely implementation and regular monitoring of the food voucher project.
- Participate in project assessments/evaluations and assist in the analysis of results to assess project impact and effective use of resources.
- Facilitate regular meeting with project beneficiaries both community members, leaders and traders to discuss project implementation and any other needs. Problem solve as appropriate and ensure learning are documented
- Assist the FC in solving any disputes within the community and beneficiaries liaising with community leaders as needed. Document outcomes
- Assist the Field Coordinator to ensure the timely compilation of situational updates, project periodic narrative and financial reports, in accordance with appropriate internal and donor reporting formats.

Financial Management & Accounting (5%)

- Assist the Field Coordinator in monitoring sector expenditure, understanding variances and taking corrective actions.

Team Management (40%)

Specific Tasks: -

- Responsible for consolidation of beneficiary data as needed;
- Keep project staff updated on latest guidelines, and any information provided by the organisation and the sector;
- Carry out regular supervision of the voucher distribution, making sure that the programme activities comply with the appropriate standards;
- Regular one-to-one supervision of the project staff, providing advice, coaching, mentoring and training where required;
- Where relevant ensure incorporation of other sectors into the project e.g. hygiene and sanitation amongst beneficiaries;

As line manager: -

- Provide leadership and support to staff to ensure effective management and timely implementation of work plans;

- Ensure that staff understand their individual and collective responsibilities for safety and wellbeing, and ensure detailed records are kept and analysis made of work-related injuries, accidents, security incidents and fatalities.
- Conduct regular performance reviews where required, including catch ups, 6-month performance appraisals, and encourage the personal development of each individual (including personal development plans and the identification of training needs).
- Where appropriate provide pastoral support to members of the team.

Personnel Management for the programme (10%)

- Promote the conditions for effective teamwork and commitment to Tearfund values and operating principles.
- Assist in the identification of team composition and required personnel competencies.
- Coach, mentor extension workers as part of commitment to develop staff.
- Assist the Area Coordinator, in defining training needs and support the implementation of in-country training & development programmes for new and replacement sector staff.

Spiritual Leadership (5%)

- Support staff's spiritual well-being 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.

Good Practice and Institutional Learning (5%)

- Ensure that activities are carried out in accordance with signatory codes of conduct and accepted good practice.
- Identify and clearly document key lessons learnt through the implementation, reviews and evaluations of the food voucher project and any other related project
- Encourage learning from sector staff and beneficiaries; identify and document case study themes, beneficiary/human stories.

External Relationships / Representation (5%)

- Build positive working relationships with local communities, community leaders and other authorities including relevant Ministries Chamber of Commerce, UN agencies and NGO/CBO representatives.

- Make sure that project activities are in compliance with Ministry Agriculture and other Food Security Response guidelines including SPHERE standards.
- Represent the organisation in relevant inter-agency workshops, conferences and sector coordination meetings as required.

Host occasional visits to project sites by interested personnel and /or donors.

- Coordinate the exit process and ensure finalization of all procedures within 2 weeks' month.

Administration /Programme Support (5%)

- Work with management to ensure all aspects of project operations are in compliance with host country and donor legal, contractual and statutory requirements.
- Maintain an effective filing system for storing project documentation in accordance with Tearfund standard procedures.

PART 2 – PERSON SPECIFICATION

JOB TITLE: Food Security Project Officer

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Experience in community development/social programming 	<ul style="list-style-type: none"> • Degree or diploma in food security or any social/development studies
EXPERIENCE	<ul style="list-style-type: none"> • Proven experience in supervising and coordinating field teams • Experience of leading and facilitating prayer and Bible study groups • Experience in complex and dynamic environments, suitable to the Southern Sudan context • Experience in working closely with the government and other partners 	<ul style="list-style-type: none"> • Previous work in Food Security / WASH Livelihoods or nutrition projects (especially voucher/cash transfers)
SKILLS/ ABILITIES	<ul style="list-style-type: none"> • Leadership skills • Problem solving skills • Training skills • Excellent written and verbal communication skills 	<ul style="list-style-type: none"> • Report writing skills

	<p>(including ability to communicate effectively in a particular language other than English in certain locations)</p> <ul style="list-style-type: none"> • Ability to learn fast • Computer literate (Word & Excel) • Ability to communicate confidently and comfortably about own personal faith • Ability to lead and facilitate team in project implementation and pray and Bible study • Ability and commitment to apply biblical principles prayerfully within all aspects of the role 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Committed evangelical Christian • Humanitarian & Christian motivation • Emotionally and spiritually mature • Team player • Understanding and sensitivity to cross cultural issues • Flexible and adaptable to changing environments • Ability to remain calm under pressure • Willingness to travel and live in basic conditions • An understanding of and a commitment to Tearfund's Mission, Values and Beliefs Statement 	<ul style="list-style-type: none"> • Contributing to an evangelical Christian church

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 Aweil- detailing your experience for the post and include daytime telephone contact to southsudan-epm@tearfund.org , southsudan-fsl@tearfund.org and CC southsudan-hrm@tearfund.org and Aweil-senioradmin@tearfund.org . The subject matter of your email should be the title of the job you are applying for. The closing date: 5th 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.**

*Approved for
Advert
by
Lobas*

21 APR 2017

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AWEIL STATE
DIRECTOR'S OFFICE
DEPARTMENT OF PUBLIC SERVICE