



Humanitarian Programme Officer



Position is open to South Sudanese nationals only.

Finn Church Aid (FCA) is Finland's biggest development co-operation organisation and the second biggest organisation in Finland working in humanitarian aid. Finn Church Aid is a member of the ACT Alliance (ACT), an alliance of faith-based development and humanitarian aid organisations forming one of the world's largest aid organisations.

FCA is seeking for an experienced Humanitarian Programme Officer for the implementation of humanitarian Activities; the position is based in Juba, South Sudan with required travel to project locations.

Job Title	Humanitarian Programme Officer
Position Open for	SOUTH SUDANESE ONLY
Start date	As soon as possible
Duty Station	Juba
Closing date	Thursday 09th May 2019 at 16:00hrs
Duration of contract	12 Months fixed term

PRIMARY PURPOSE OF THE POSITION

Support the implementation of humanitarian program in South Sudan Country Office.

MAIN RESPONSIBILITIES

- Directly manage the field Team Leaders based in the four field offices
- Assist the Humanitarian Coordinator in the overall coordination and management of humanitarian projects at Juba level.
- Manage the supply chain of the FCA humanitarian work, which involves from procurement of items to delivery of items to the beneficiaries. This requires close collaboration with the logistics and procurement officer
- Work in collaboration with the health and safety officer to ensure the safety of FCA staff in the field
- Coordinate project designing, planning and implementation with other NGOs /clusters, respective government ministries and INGO.
- Assist in drafting and developing proposals and budgets for fundraising efforts.
- Communicate and report progress of project implementation in field offices to the HC and other relevant staff.
- When delegated by the HC, follow up implementation of contractual agreements with donors, partners, local authorities and beneficiaries.
- Establish and maintain good working relations with Clusters, Government authorities, and relevant /INGOs.
- Work with Compliance and Response Mechanism (CRM) focal Person to set and follow up CRM implementation in all field offices
- Ensure project activities are in line with SSUCO annual program strategies and contribute to institutional learnings (best practices and lessons learned).
- In collaboration with M & E officer and field program staff, monitor overall progress of projects against FCA program indicators, and ensure cross cutting areas are incorporated in plans.



- Ensure proper management of financial and other resources of FCA in field offices. This requires close coordination with field-based programs/projects, finance/administration, operation and other support staff and Juba based admin and finance team.
- Coordinate with field offices to prepare project implementation plans, programme procurement plan and reports as required.
- Closely monitor program procurement plan and follow up procurement processes in timely manner.
- Regular monitoring visits to field offices.
- Establish and maintain strong relationship with project stakeholders – beneficiaries, partners, government authorities and other bodies as required.
- Perform any other duties assigned by the line manager.

Specific Task:

- Travel to other States, Counties on needs basis to initiate new interventions and need assessments.
- Depending on need, the job holder can be assigned to cover the Field Team Leader position on temporary bases

Key Working Relationships:

Internal:

- Coordinate with county administration and appropriate clusters engagements.
- Effective and efficient operations of field offices and programs.

Competence and personal requirements:

Applicants for this position MUST possess the following requirements

Essential

- Minimum 4 years' experience in implementing humanitarian and development projects
- Experience in field office management support and oversight
- University Degree in related field of study that includes project management, finance management and/or non-profit management
- Independent, pro-active, capable of organizing his/her own work
- Skilled in IT, communication, MS Word, PowerPoint and Excel
- Excellent written and spoken English
- Willingness to live in hardship locations and travel to remote locations when necessary
- Prior experience in the field of humanitarian, stabilization, development of Rural livelihoods and/or relief preferably with INGO
- Ability to work well under pressure.
- Must be a South Sudanese national.

Desirable

- Motivated, proactive, flexible and innovative team player with excellent communication skills
- Ability to work in insecure environments and stay in simple living conditions
- Willingness to travel extensively in remote areas

Fixed term contract, including a three-month probation period, will be offered to the successful candidate. The contract is subject to renewal based on performance and further funding. The compensation is based on FCA Salary System and depends on prior work experience.

Please apply by sending both a detailed curriculum vitae and a motivation letter in English with the names and email addresses of references and copies of national ID cards by **Thursday 09th of May**



2019 16:00 PM to admin.ssuco@kua.fi or submit hard copies to Finn Church Aid Office in Juba (Juba Na Bari, Bilpham Road, Behind Midan Rembo).

Note: Please do not attach original documents to your application. Application documents will not be returned to applicants.

