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Approved
MLPS & HRD
At Inspector
4/14/2017
H. H. H.



CONCERN
worldwide

Project Officer-NFI/Shelter

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of health & nutrition, shelter, WASH and livelihood activities in the three States of South Sudan.

Concern South Sudan is looking for a suitable candidate to fill the position **Project Officer-NFI/Shelter**. The position holder will be base in Juba.

Duties & Responsibilities:

- Supervise and monitor the construction and repair of shelter infrastructures at field
- Assist PM and give inputs in planning, organizing and conduct need assessments, PDMs as per the requirement of the Program
- Assist PM to conduct technical assessments in collaboration with Logistics and security department
- Coordinate with logistic team for the daily field visits of the field team
- Describe specifications of required materials for procurement in the absence or unavailability of Program manager to ensure adherence with Concern procurement process
- Ensuring appropriate community involvement at field and delivery of essential NFI/Shelter infrastructure and services.
- Ensure program related documents are kept in record and properly maintained. Provide support in making documentation compliance as per Concern program requirement
- Ensure good coordination and work in collaboration with Protection actors and camp management at field level
- Assist PM in preparation of drawings, Bill of quantities for shelter reinforcement and new construction
- Ensure timely consolidation of the complaints/requests received from CCCM and protection actors
- Participate in weekly camp service providers/coordination meetings and represent Concern Shelter/NFI team (in absence of PM)
- Support PM/management team in translation at field visit
- Assist PM to ensure timely supporting documents preparation & submission for pipeline requests
- Work in close collaboration with Concern logistics team to ensure the record of all NFI/Shelter stock are up to date and maintained
- Assist PM in supervision and monitoring of day-to day field activities and identify the areas of improvement
- Assist PM to forecast and manage the delivery of the equipment's and construction materials needed on the site in close collaboration with logistic department

- Provide inputs focused on designs, drawings, BOQs, Sphere Standards, Costing/ Cost effective, suitability, gaps, contextual analysis of proposed activities and adherence with government/relevant Clusters recommendations and standards
- Ensure safety procedures and rules are respected in the field by all workers
- Represent Concern Worldwide with different stakeholders at field level
- Maintain good communication with beneficiaries and partner organizations on field
- Ensure adherence to Core Humanitarian Standards-CHS
- Perform other work - related duties and responsibilities as may be assigned by the PM.
- Prepare the Daily workers attendance sheets, payment sheets and payment documents for contractors (if any)
- Coordinate and organize casual workers payments in timely manner
- Assist Program Manager in monthly cash forecasting for project activities
- Provide support to field staff during field visits for adherence with approved design and standards

Desired Qualification

- Minimum qualifications: Relevant Discipline Degree or Diploma and relevant experience
- Minimum Five years relevant work experience of community physical infrastructure programs, minimum at officer level preferably in INGOs
- Experience/knowledge of innovative Shelter or other Community Physical Infrastructures
- Basic knowledge of assessment and utilization of different assessment tools for survey
- Good communications, report writing, MS office and skills in IT
- Good spoken and written English desirable
- Commitment to humanitarian principles, CHS
- Good understanding of humanitarian issue of South Sudan

The position holder will adhere to the standards of conduct outlined in the Concern Code of Conduct and Programme Participant Protection Policy. As part of the Concern P4 responsibility the position holder will;

- Support and promote the standards outlined in the P4 and the Concern Code of Conduct to their team, partner organisations and beneficiaries, and be committed to providing a safe working environment.
- Contribute to the establishment of preventive measures to reduce the potential for abuse in Concern programme.

HOW TO APPLY

1. Interested Candidates are requested to submit their Applications, Updated CVs and scan copy of their nationality ID to: **HR Department, Concern Worldwide South Sudan programme Juba Head Office NOT later than 25th April 2017** or Email it to: **vacancies.juba@concern.net**
2. The position is open only to South Sudanese national.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.

