



VACANCY
SNFI Assistant Project Officer, South Sudan

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 **SNFI Assistant Project Officer**. The position holder will be based in **Juba and Yei Travel**.

Job purpose:

The SNFI Assistant Project Officer (APO) will participate to the implementation of the SNFI activities outside Juba PoC in Central Equatoria (Juba and Yei).

Duties & Responsibilities:

Assessments

- Carry out (participate in) Need/Technical assessments for Shelter and NFIs or multi-sector based on programme requirements and objectives.
- Undertake shelter condition assessments and prepare all necessary paperwork at field level.
- Participate to the implementation of a complaint and feedback system available to communities and other stakeholders.

Planning

- Assist the Project Officer in field activities weekly scheduling, implementation and monitoring of the Shelter/NFI project as per the work plan and assigned targets.
- Assist the Project Officer and Programme Manager in ensuring that all work related to the Shelter and NFI programme is carried out as per the standard and in a way that is sensitive to community needs and gender/protection issues.

Distributions

- Carry out (participate in) distributions of NFI and Shelter materials based on assessment findings and community engagement.

Construction

- Inspect on daily basis construction activities at each site to ensure adherence to agreed standards and processes.
- Monitor the delivery, handling and utilization of construction materials at site and ensure that the beneficiaries received the assistance as per the set criteria.
- Ensure project documents/templates are properly filed and kept secure for record.
- Share regular updates on the progress of construction/distribution activities for the assigned sites.

Casual Workers

- Supervise day-to day activities in collaboration with the casual workers/labors
- Identify, organize and supervise casual workers as per the requirement of the activities and in

line with the community leadership.

- Ensure safety procedures and rules are respected in the field by all workers.
- Prepare the documents and ensure the proper record of the labors attendance sheets and payment sheets.

Stock Management

- Assist PO to ensure the delivery of the equipment's and materials needed on the site in close collaboration with logistic team.

Representation

- Attending meetings with the community leaders and other actors on Shelter related issues when necessary and instructed by the Shelter NFI PO/Manager.
- Maintain good communication with beneficiaries and partner organizations in the area of intervention.
- Perform other work - related duties and responsibilities as may be assigned by the Project Officer/PM

Concern Code of Conduct and its Associated Policies

Concern has an organisational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies.

Person specifications:

Essential

- Diploma/Certificate in logistics, development studies or other relevant fields.
- Knowledge of humanitarian work.
- 3-5 years of experience with humanitarian organizations in similar role(s) in South Sudan
- Proven capacity in team building skills
- Excellent communication and negotiation skills and a willingness to be respectful with all beneficiaries and community members
- Fluency in written and spoken English and local languages
- Good attention to detail and demonstrated ability to deliver on work objectives at high quality and on a timely basis.

Desirable

- Work experience and understanding of Central Equatoria context
- Experience in remote and insecure context

Essential

- **Managing oneself:** Holds an awareness of own abilities and areas for development; can adapt and use abilities to work well with others and to help achieve programme objectives;
- **Communicating and working with others:** Has used the most appropriate channel to share information with others both inside and outside the organisation; adapts the message to meet the communication needs of the audience.

How to apply:

1. Interested Candidates are requested to submit their Applications, Updated CVs of not more than 4 pages and a copy of their nationality ID to: **HR Department, Concern Worldwide South Sudan head office located at Tongping, Airport Road opposite Ebony Bank, or HR Department- Bentiu Field Office NOT later than 15th October 2018 or email it to; vacancies.juba@concern.net**
2. The position is open only to South Sudanese national only.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.
4. **A detailed Job description will be provided to the successful candidate at the time of appointment.**