



JOB VACANCY

- **Position:** Cash for Work (CFW) Monitor
- **Based in:** Yei - Yei River State - Central Equatoria
- **Expected starting date:** February 1st 2019
- **Application deadline:** January 21st 2019
- **Length of the contract:** 3 months
- **Position only open to South Sudanese National**

*Approved by Labour Office
Yei*



TERRE DES HOMMES

Terre des hommes (Tdh) is a non-profit, non-political and non religious humanitarian NGO. Its objective is to steadily improve the conditions of the most vulnerable children worldwide. Tdh is implementing humanitarian activities in South Sudan since 2014, supporting population with Food Security, WaSH in schools and Child Protection in Yei River State and in Juba.

CHILD PROTECTION

Tdh is a leading Child Protection Agency. Tdh highlights the importance of protecting children among its programs in accordance with the United Nations Convention on the Rights of the Child (CRC) and in the best interest of the child.

FSL PROJECT

The Food Security & Livelihood project will be implemented in Yei from January 2019 and will include three components: Farming Support (seeds and tools distribution), Cash for Work and Restocking of Livestock. The overall aim of the project is to contribute to the restoration of productive agricultural inputs for the crisis affected communities in Yei town.

GENERAL OBJECTIVE

Under the supervision of the FSL Officer the primary role of the Cash for Work Monitor will be to support the implementation of Cash for Work activity which aims to inject cash in the local economy through rehabilitation of community asset and benefiting to the most vulnerable part of the population.

SUPERVISION

- Under the direct supervision of: FSL Officer
- Supervision of: CFW Outreach Workers

RESPONSIBILITIES AND TASKS

1. **Programme implementation**
 - Prepare order requests for inputs necessary to programme implementation.
 - Carry out community awareness activities in preparation for beneficiary selection.
 - Manage beneficiary selection in cooperation with the local communities and based on Tdh vulnerability criterion.
 - Ensure the appropriate selection of target population to be recipients of agricultural inputs programs.
 - Carry out household surveys.
 - Conduct regular post distribution monitoring of beneficiary households.



- Supervise and train the CFW outreach worker on implementation.
 - Establish list of cash-for-work activities and track the completion of each activity.
 - File all contracts and agreement with communities and ensure appropriate paperwork is provided.
 - Work closely with the Deputy Project Manager to ensure timely procurement and delivery of project resources.
 - Following the agreed-on plan of action, implement the program to schedule, reporting any delays and deviations immediately.
 - Initiate and manage the beneficiary's registration and verification processes.
 - Ensure payment of cash to participants are accurate and according to the criteria.
 - Regularly conduct surveys and focus group discussions to determine beneficiary's satisfaction on the cash transfer products and services.
 - In consultation with the M&E Officer, ensure all complaints from communities are addressed and adequate feedback is timely provided.
2. **Collaboration in the communities**
- Actively participate to the good collaboration with local leaders.
 - Explain the project and Tdh CFW programs to the community members.
 - Act as a liaison with the local population and Authorities in order to identify the needs, grievances and major events that could have potential consequences for Tdh activity.
3. **Communication and representation of Tdh**
- Report to the FSL Officer on the progress of activities and specific tasks assigned, problems encountered, the quality of relations with beneficiaries.
 - Represent Tdh at anytime and anywhere when he/she is on duty.
4. **Team working**
- Participate with the FSL team to identify, formulate and propose activities based on the needs for the new proposal/project.
 - Support any FSL activities when it is required (for surveys, distribution, etc.).
5. **Reporting and monitoring**
- Collect data, pictures from the field to provide to the FSL monitor.
 - Collect complaint feedback.

The tasks and responsibilities defined in this Job Description are not exhaustive and can evolve depending on the project needs. The employee could be requested to perform other tasks as his/her Line Manager may judge necessary.

SKILLS AND EXPERIENCE

- **Education:** Essential literacy
- **Language:** Fluent in English, Juba Arabic and Kakwa
- **Work experience:** 1 year relevant experience in implementing cash based intervention activities, ideally Cash for Work in Yei River State. Additional professional technical skills or training in engineering and/or management of community infrastructure.
- Certification of CALP fundamental course is an asset for this position
- **Computer:** Proficient user of MS office (including Word, Excel, Outlook, PowerPoint)



- Experience in an international NGO is a strong asset
- Excellent knowledge of Yei River State and particularly of Yei Town
- Aptitude with bicycle and/or motorbike (driving licence compulsory)
- Good management skills
- Capacity to mobilize
- Teamwork skills
- Stress management, flexibility and diplomacy
- Problem solving and rigor

APPLICATION

Interested candidates who meet the above conditions should forward their **CV and cover letter:**
(Please indicate the vacant position in the subject of your email/cover letter).

→ By email at: tdhrecruitment.yei@gmail.com (to the attention of the HR Manager).

Or

→ In a sealed envelope (to the attention of the HR Manager), directly at Tdh Yei office located inside ECS Guesthouse, Old Mission Road, Yei.

- **WOMEN ARE HIGHLY ENCOURAGED TO APPLY FOR THIS POSITION**
- **POSITION ONLY OPEN TO SOUTH SUDANESE NATIONAL**
- **THE APPLICANT MUST BE IN POSSESSION OF A VALID MOTORBIKE DRIVING LICENCE**
- **YEI CITY RESIDENT WILL BE GIVEN THE PRIORITY ON THIS POSITION** (this position does not include accommodation cost).

Note: Only shortlisted candidates will be contacted for an interview and a written test.
Interview and test will be conducted in Yei Town (Tdh Office).

