**May 15th, 2019**

**Job Advertisement for the Position of Project Officer**

Star Trust Organization (STO) is a National Non-Governmental Organization (NNGO) with special Focus on Food Security and Livelihoods (FSL). STO is seeking for a suitable candidate to support its Food Security and Livelihood project activities in Yambio.

**Job Title: Project Officer**

**Locations: Yambio**

**Closing Date: May 31, 2019**

**Effective Date: Urgent**

**Job Purpose**

This position ensures that the activities of the Project are implemented effectively according to the design, with main focus on reporting. The Project Officer will conduct periodic field visits to monitor field performance and provide guidelines to field personnel on implementation; Support Management on task including capacity-building through trainings, coaching and mentoring of project personnel and provide accurate report.

**Key Duties and Responsibilities**

* Ensure effectiveness of project implementation in consultation with Monitoring and Evaluation Officer and initiate necessary adjustment.
* Closely work with PDQA Manager to streamline Project accountability, Quality and Feedback.
* Provide support to project sustainability and timely preparation and submission of work plans, budgets and reports, overseeing compliance with all policies, procedures, systems and donor requirement.
* Ensure that the project implementation incorporates cross-cutting, and lessons learnt whilst ensuring maximum participation of stakeholders.
* Ensure high level of stewardship and accountability for the Organization and Project resources making sure that they are used for the intended purpose.
* Ensure that Project staff uphold and follow STO’s Vision, Values, Mission and approved Systems, Policies, Procedures and internal controls at all levels.

**Qualifications and Experience**

* Advanced Degree or equivalent qualifications in Agriculture, Management, Development, Studies or related discipline from a recognized academic institution.
* Relevant experience in similar position of not less than Three (3) years with a credible Organization or entity; with proof of sound knowledge and familiarity with community development and food security projects.
* Demonstrate ability and experience in writing sound and credible reports suitable for the public and the donors.
* Proven ability and experience to represent the organization and the project at public and donor meetings.
* Demonstrate ability and experience in providing effective supervision to Project Team; staff capacity development and staff motivation.
* Demonstrate ability and experience in managing Project resources, personnel, facilities, finances etc… for effective accomplishment of goals and objectives.
* Additional Trainings in Project management, personnel management and report writing is an added advantage.
* Proficiency in Microsoft Office Computer packages Word/Excel.
* Proven communication skills in both written and verbal.
* Proven ability to work in a multi-cultural environment and respect for diverse backgrounds.

**How to Apply**

Interested candidates should submit applications containing updated CVs, and copies of relevant documents via email to: [jobs@sto-ss.org](mailto:jobs@sto-ss.org) or hand deliver to **STO Offices** as per the above addresses**.**

The position must be clearly indicated in your subject-line of the email or on the envelop.

Deadline for Applications is **May 31, 2019, 05:00 PM local time.**

**Please note that:**

* This position is open to South Sudanese nationals only
* Female candidates are encouraged to apply.
* Only shortlisted candidates will be contacted.
* Original Certificates should **Not** be submitted (only photocopies, or scanned copies).