



Job Description



Job Title:	Project Officer (Business Development & Skills Building)
Job Location:	Baliet/Melut
Reporting to:	The Programme Manager (RECOVER)
Posting date	1 st oct 2018
Starting Date:	14 th oct 2018

General Description of the Program

GOAL has been delivering both humanitarian and development programmes in South Sudan since 1985. Currently GOAL South Sudan is operating in five counties across South Sudan in Warrap and Upper Nile State and also have operations in the Abyei Administrative Area. Currently, GOAL South Sudan is implementing projects in four main programming areas: primary health care (curative and community); therapeutic and supplementary nutrition; water, sanitation and hygiene (WASH); and, food security and livelihoods.

General Description of the Role

The primary role of the Project Officer (Business Development) will be; providing technical and programmatic support for the planning, implementation, management, and monitoring of Business Support services and skills building to various business/business people in the project locations including women's literacy and numerously groups; trader skills groups, supporting the establishment of new businesses, Village Saving and Loan Associations (VSLAs); building and maintaining relationships with other NGOs in the area. In summary: the Project Officer will work under the guidance of Programme Manager to ensure that the literacy and numerously training, business support and skills building initiatives and VSLA under the RECOVER Project are implemented on time, to a high quality, and per donor guidelines. This position will be field-based, with office time limited to monitoring reports and planning and will require extensive travel within the project locations.

Key Duties

Programme Planning:

- Prepare order requests for inputs necessary to programme implementation, with support from the field logistics manager, the Programme Manager
- Carry out community awareness activities in preparation for beneficiary selection
- Manage beneficiary selection in cooperation with the local communities
- Conduct baseline data collection with all programme beneficiaries upon registration in the programme
- Ensure implementation plan and baseline data is shared with the Programme Manager
- Conduct capacity needs assessments of the targeted beneficiaries
- Develop a targeted training agenda aimed at addressing identified gaps
- Work with the other field based workers to set quarterly work plans.

Programme Implementation:

- Coordinate and oversee the provision of literacy and numerously training, business support services and skills building to project beneficiaries (women- REFLECT, youths and pre-existing traders)- vocational skills, business start-up & business management skills;
- Establishment and monitoring of VSLAs.
- Deliver training and supervision to traders and other project beneficiaries as required
- Ensure training is reinforced through individual beneficiary consultation sessions and through the provision of targeted advice
- Ensure community ownership of the project through active and effective participation, including auctioning beneficiary feedback, throughout the project implementation process
- Coordinate closely with other sectors to ensure cross-sector integration of activities – i.e. ensure integration



Job Description

- of peace building interventions as well as mainstreaming of gender into his/her specific area of work
- Submit detailed monthly project implementation plans that respond to the annual programme plan, noting delays and other challenges;
- Manage and ensure accountable documentation and reporting of receipt, storage, and distribution of all project inputs
- Ensure proper utilization of project resources through transparent management and reporting
- Working closely with the cash and voucher officer, Agriculture Officer and the programme Manager, coordinate the provision of business start-up grants to project beneficiaries – youth and women

Ensure detailed and timely monitoring and reporting:

- Ensure beneficiary baseline information collected upon registration is collected and entered into the appropriate database in a timely manner
- Ensure regular monitoring visits are conducted and ensure data is recorded appropriately in the programme database
- Actively contribute in the preparation of quarterly and final donor reports, as required
- Provide training on monitoring tools and support Extension Workers in developing monitoring skills
- Document success stories from the project, with support from the Programme Support Officer.
- Keep up to date with all other business support programmes and services being delivered in the program location by other development and humanitarian players, and commercial enterprises and use this information to help select and design optimal solutions for RECOVER Project.
- Overall day to day oversight and management of income generating and skills building activities implemented by the project including facilitating implementation and monitoring of Business support and skills building based programmes.
- Advise the supervisor regarding any bottlenecks that may impede the timely delivery of the business support and skills building related interventions to beneficiaries
- Communicate to supervisor of any bottlenecks that may impede the timely delivery of the Recover project interventions to beneficiaries.

Coordination:

- Facilitate and support communication and discussions, and ensure an adequate level of coordination.
- Liaise closely with relevant government authorities, UN agencies and NGOs engaged in provision of business support services and skills building and other related interventions keeping them informed of the project activities
- Participate in local level dialogue with other stakeholders involved in the provision of business support services, skills building and other safety net programmes
- Periodically review the appropriateness for business support responses and skills building in accordance with the project proposal
- Closely coordinate with the M&E Unit to ensure that relevant output and outcome indicators for business support and skills building interventions are systematically being collected and analysed in a manner that will help the CO determine efficiency and effectiveness of their delivery.
- Undertake visits to view project sites and meet beneficiaries in order to ensure that progress is made in the achievement of project objectives
- Advise GOAL Country Office, Area/Sub-Offices and partners on risk management for business support and skills building programme implementation
- Flag up to the supervisor any looming risks and participate in related risk management plans for RECOVER project interventions
- Ensure, in coordination with other operational units, adherence to all operational and reporting obligations



Job Description

as stipulated in the contracts.

Perform any other responsibilities as necessary regarding the implementation of the FSL programme as required by GOAL South Sudan management

Required Qualifications and Experience

- Education: University degree/or diploma in business studies, social sciences, economics or any other relevant field
- Experience in development projects and emergency assistance
- 3-5 years relevant experience in implementing business support services/vocational training or skills building projects targeting individuals and groups
- Experience in REFLECT programmes will be an added advantage
- Excellent ability to monitor on-the-ground activities and integrate beneficiary feedback into programming;
- Demonstrated ability to facilitate training sessions;
- Computer literacy, especially in MS Word and Excel
- Demonstrated ability to compile high quality written reports;
- Demonstrated ability to work function in a multi-sector team and collaborate for improved programming (e.g., cooperation with the nutrition team)
- Demonstrated ability to collaborate across organizations and build relationships with external stakeholders
- Able to represent GOAL South Sudan to government officials, and other stakeholders in a professional manner
- Excellent community relations skills; and excellent spoken and written Arabic and English language skills.

Equal opportunities

GOAL practices and does not discriminate because of ethnic background, colour, age, disability, marital status, religion or gender and will practice positive gender employment as far as possible however female candidates are encouraged to apply.

Child protection

GOAL recognises the rights of all children within our care to be protected from harm in accordance with the United Nations Convention on the Rights of the Child (CRC). GOAL takes seriously its duty of care and it undertakes to create an organisation that is safe for children where all efforts are made to prevent abuse. GOAL sees the best interests of the child as paramount.

Applications can be hand delivered and addressed to the Human Resource Department, Goal South Sudan office Munuki, Juba or alternatively email your applications to goaljobs@ss.goal.ie before 15th October 2018. Please note that only shortlisted candidates will be contacted. Do not submit original documents at this stage of recruitment. This is a national position therefore ONLY South Sudanese are encouraged to apply