



making the world a better place

Vacancy Announcement

ES/NFIs Officer

General information:

- Organization: Polish Humanitarian Action (PAH)
- Position: ES/NFI Officer (1 position)
- Location: Juba with frequent travels to the field
- Contract details: 3 months Probationary Period with the possibility of extension
- Closing Date: **18th April 2019**
- Starting date: ASAP

This position is open for South Sudanese Only.

Organisational Background:

Polish Humanitarian Action (PAH) is a non-governmental organization employing people who want to make the world a better place. For over 25 years, we have been providing relief in emergencies worldwide alongside with running missions in several countries in crisis. Our interventions of both humanitarian and development character have been carried out in 49 countries so far. We concentrate on ensuring sustainable and stable development of regions suffering consequences of war and/or natural disasters. We possess long-standing expertise in water, sanitation and hygiene (WASH), Shelter and Non-Food items (S/NFI). but also implement projects in food security and livelihoods (FSL), as well as Education. In all our interventions and projects across the country we focus on integrating protection. For more information, please refer to www.pah.org.pl.

PAH in South Sudan:

PAH has been working in South Sudan since 2006 as one of the first INGOs established in Jonglei State. We are a small team of committed individuals aiming at delivering tangible and sustainable change in the largest, most populous and most conflicted states of South Sudan. Our Emergency Response Team (ERT) has been delivering assistance across the country over the last 7 years. Thanks to the expertise gathered over the years, we were also appointed as WASH Cluster State Focal point in Jonglei and we are part of Strategic Advisory Group for both WASH and Shelter NFIs. We coordinate WASH, Shelter NFI, FSL emergency responses with partners and hence make sure all vulnerable communities are served at the time of crisis.



Who PAH is looking for:

PAH in South Sudan is looking for a new NFI Officer. The person will hold the following responsibilities:

- Planning and carrying out needs assessments, baseline surveys that will be shelter and NFI specific.
- Designing of an appropriate approach to shelter and NFI responses.
- Planning and conducting NFI distributions, registration and verification of beneficiaries.
- Cooperating with local authorities and local communities.
- Facilitating appropriate community involvement in the design and delivery of essential shelter and NFI services.
- Running documentation and monitoring of interventions.
- Cooperating with Project/ Programme Coordinator.
- Maintaining an accurate record and taking proper care of all field equipment and material stocks for the PAH ER Team.
- Keeping proper records of field expenditures and reporting accordingly.
- Writing reports from carried out interventions.
- Translating when required.
- Together with monitoring and evaluation team developing plans and tools for tracking the progress, outputs and outcomes of shelter/NFIs activities.
- Lead on shelter/NFIs technical assessment in coordination with other sector within ERT /other externals sector agencies.
- Review of beneficiary targeting criteria for NFIs distributions.
- Coordinating with emergency shelter/ NFI cluster and partners in the field locations; attending cluster meetings to get updates, communicating with partners on ground to get more update.
- Developing and maintaining positive relationships with local authorities, other NGOs and any other stakeholders, representing PAH and ensuring good cooperation and partnerships.
- Ensuring purchase requests for materials are with logistics in timely manner and well specified to enable smooth running of activities.
- Working within PAH recognised procedures in the area of finance and quality management.
- Ensuring that minimum standards of PAH humanitarian relief are maintained in accordance with sphere hand book.

What PAH requires:

- Minimum 1 year of experience in Shelter/NFIs sector including experience in Hygiene promotion
- Minimum 2 years of experience in Humanitarian work in emergency context
- Full understanding of emergency shelter and NFIs response cycle
- Proven experience at work with an Emergency response team
- Ability to work in a dynamic team and in a multicultural environment
- Accuracy and attention to details
- Very good organization skills and flexibility
- Very good working knowledge of Word, Excel and Outlook (MS Office)
- Very good knowledge of English language (spoken and written)

What PAH offers:

- A full time position for Probationary Period with the possibility of the extension,
- Monthly salary calculated based on experience,
- Welcoming, supportive and focused Organization's culture,
- Covered insurance costs, both: life and medical.

Application Submission Criteria:

Please send a covering letter outlining how your skills and experience meet the Person Specification along with your CV to Human Resources at recruitment.ssud@pah.org.pl or submit your application to **PAH Compound South Sudan Mission** near Nile Fortune Hotel; Tomping, Juba - South Sudan.

Please indicate the position you are applying for in the subject line i.e. ***"Application for the position of ES/NFIs Officer"***

Note: due to urgent need to fill this position, short listing may take place before the advertisement dead line.

We appreciate your application however, only short listed candidates will be contacted. If you have not been contacted within the closing date, we regret that your application has been unsuccessful.

