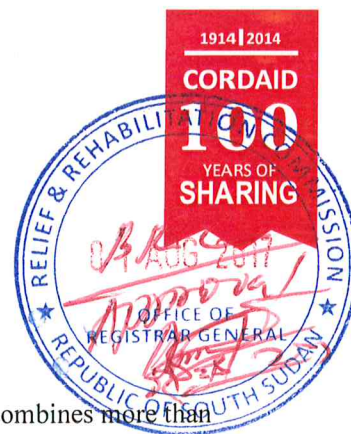
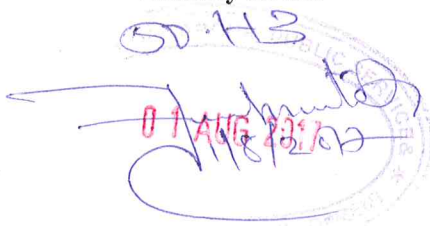


## Vacancy notice



### 1. Introduction

Cordaid is a Dutch based, International non – Governmental organization that combines more than 100 years of experience and expertise in emergency aids and structural poverty eradication. It has a network of almost a thousand partner organisations in 36 countries in Africa, Asia and Latin America, which work on various themes including entrepreneurship, emergency aid and reconstruction, health and well-being and community disaster risk reduction. Cordaid adheres to a set of values and principles which defines it as a change focussed agency that seeks to promote emancipation of poor and vulnerable communities with a keen eye for power and gender balance and work to build health system through working with state and local actors engaged in health care provision.

Therefore, Cordaid would like to recruit a Roving Food Security & Livelihoods Programme Manager as detailed below,

<b>Position Title</b>	<b>Roving Food Security &amp; Livelihoods Programme Manager</b>
<b>Duty station</b>	<b>Juba with 70% travel to the field</b>
<b>Reporting to</b>	<b>Programme Manager for Emergency Preparedness &amp; Response</b>

### Purpose of the position

The Roving FSLPM will be responsible for implementation, and provision of guidance to partners to implement, of all food security and livelihoods projects. S/he will be responsible for assessment, planning, implementation, monitoring, capacity building, reporting and coordination with UN clusters, local authorities, other key stakeholders and local partners. S/he will spend 70% of time in the field in leading operations and coaching partners.

### Key Responsibilities and Accountabilities:

#### Programme Strategy Development

1. Capture regularly the latest in-country humanitarian needs, trends, and gaps, and perform analysis for planning of response and preparedness.
2. Actively engage with relevant agencies, institutions, academics, and forums on learning, adapting, and developing effective and innovative programme modalities.
3. Review and update FSL programme strategies through an evidence-based approach, and generate recommendations on continuous enhancement.

#### Programme Planning and Implementation

1. Ensure that all FSL programs are managed effectively and efficiently (on time and within budget), and ensuring achievement of the set objectives and milestones, as per standards and requirements.
2. Develop project concept notes and proposals to donors.



3. Lead implementation of needs assessments, and generate sound analysis of needs and response options.
4. Provide support to Cordaid's local partner(s) to ensure the program implementation is in line with program objectives and budget, and provide necessary support when needed.
5. Ensure compliance with the Cordaid and donor standards for program management.
6. Ensure mainstreaming of gender and protection into relevant activities.
7. Manage project budgets to ensure appropriate spending in accordance with donor commitment and agency policies. Keep track of spending and perform monthly analysis on budget vs actual. Ensure all financial supporting documents are in place for all transactions.
8. Work closely with logistics, including planning for procurement and delivery, for project implementation.
9. Work closely with HR to ensure all FSL related staff and volunteers are properly managed in accordance to relevant laws, policies and guidelines.
10. Ensure accountability measures are in place in all FSL activities to ensure the voices and feedback from beneficiaries and stakeholders are captured and responded.
11. Ensure proper security assessment and prevention measures for both staff and beneficiaries are in place in relation to FSL activities.
12. Manage a response database which track response time and progress, location, details on FSL activities provided, stock source, partners, disaggregated beneficiary data by number and gender.

### **Monitoring, Evaluation and Learning**

1. Guide the technical direction of the M&E approach and strategy; lead work related to monitoring and evaluation activities of the project.
2. Develop M&E framework and plans for all FSL projects, including baseline, PDM, endline, and evaluation.
3. Review project log frame and indicators regularly and suggest changes if required.
4. Ensure that donor contractual requirements are fulfilled, including projects operated by partners.
5. Provide oversight, training, data management support (forms, tools, monitoring systems) and guidance for M&E to concerned project staff.
6. Document successes, lessons learned, and stories from the field activities.
7. Contribute to the strengthening knowledge management (consolidation of experience, formulate case studies, etc) for the agency and our staff
8. Provide leadership and capacity building to FSL staff and participating partners.
9. Submit all required reports in good quality and in a timely manner (weekly, monthly, and donor specific), and in line with donor and Cordaid reporting standards and deadlines.
10. Submit feedback and recommendation on M&E findings. Ensure to address gaps identified and suggested mitigation strategies.
11. Ensure that operational questions and challenges are addressed by operational research and collaboration with other organisations in the area of operation.
12. Ensure program staff has regular reflection on progress toward goals, and get insights from the field on the effectiveness of the program's approach.
13. Impact constant learning and capacity building of the staff in the field and ensure to build on staff skills and proficiency from the gap and needs identified

### **Representation & Coordination**

1. Liaise regularly with UN agencies, clusters and other NGOs working in the FSL sector, and maintain close coordination with international and local NGOs, institutions, academy, etc.
2. Represent Cordaid in NGO, INGO, consortia, and UN FSL Cluster meetings and relevant working groups at national and local level as and when required.
3. Be the principal point of contact of the Cordaid County Office on technical issues on FSL.
4. Ensure Cordaid's visibility (e.g. sharing of case studies) on relevant FSL activities.

### **Generic duties**





## Generic duties

1. Undertake Cordaid work in a manner that upholds the organisational value and integrity, and dignity and value for beneficiaries.
2. Act in accordance with security protocols and instructions from line manager
3. Conduct himself/herself both professionally and personally in line with the Humanitarian Code of Conduct and in such a manner as to bring credit to Cordaid and not to jeopardize its humanitarian mission.
4. Attend to any other duties as directed by the Programme Manager in Juba.

## Qualifications, skills and competencies

1. Degree in development, agriculture, natural resource management, socio-economic studies, or related field;
2. At least 5 years' relevant work experience in managing projects on food security and livelihoods.
3. Practical experience in project cycle management, logframe development, and proposal writing.
4. Good understanding on SPHERE standards in relation to FSL.
5. Good understanding and sound experience on cash-based programming.
6. Knowledge and experience on market analysis (e.g. EMMA, PCMMA), farmer/pastoralist field school, and CMDRR an advantage.
7. Good understanding of cluster system and experience in coordination with various actors.
8. Practical experience of working with local partners and community capacity building.
9. Strong reporting, analytical and problem-solving skills;
10. Willingness to live in field location with very basic facilities.
11. Excellent English writing and communication skills; and knowledge on Arabic preferred
12. Be diplomatic, culturally sensitive, result-oriented, innovative and a strong team player.

## Further information and how to apply

The position is initially for 6 (six) months with possibility of extension based on funding extension and performance.

Interested candidates can send in their CV and Cover letter not later than 18<sup>th</sup> August 2017 to:

Email: [HR.southsudan@cordaid.org](mailto:HR.southsudan@cordaid.org) Or Hard Copies To: Human Resource offices Cordaid, Hai Neem, Juba -South Sudan with three professional referees.

Only shortlisted candidates will be contacted and Preference will be given to South Sudanese nationals.

