



**CONCERN**  
worldwide

## VACANCY

### Assistant Project Officer-NFI/Shelter -PoC1

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of health & nutrition, shelter, WASH and livelihood activities in the three States of South Sudan.

Concern South Sudan is looking for a suitable candidate to fill the position **Assistant Project Officer-NFI/Shelter**. The position to be base in UN-House PoC1

#### Duties & Responsibilities:

- Carry out (participate) in Need/Technical assessments for shelter/NFIs
- Inspect on daily basis construction activities at each site to ensure adherence to agreed standards and processes
- Monitor the delivery, handling and utilization of construction materials at site and ensure that the beneficiaries received the assistance as per the set criteria
- Ensure project documents/templets are properly filed and kept secure for record
- Undertake shelter condition assessments and prepare all necessary paperwork at field level
- Assist the Project Officer in field activities weekly scheduling, implementation and monitoring of the Shelter/NFI project as per the work plan and assign targets
- Assist the PO NFI/Shelter in ensuring that all work related to the Shelter project is carried out as per the standard and in a way that is sensitive to community needs and gender issues
- Supervise day-to day activities in collaboration with the casual workers/labors
- Share regular updates on the progress of construction/distribution activities for the assigned sites
- Assist PO to ensure the delivery of the equipment's and materials needed on the site in close collaboration with logistic team and PO
- Ensure safety procedures and rules are respected in the field by all workers.
- Identify, organize and supervise shelter construction and NFI casual workers as per the requirement of the activities
- Ensure the proper record of the labors attendance sheets and payment sheets
- Follow up the Shelter/NFI stock movement in collaboration with the Logistics team, and assist PO to keep the record of distributed items & beneficiaries data list
- Attending meetings with the community leaders and other actors on Shelter related issues when necessary and instructed by the Shelter NFI PO/Manager.
- Maintain good communication with beneficiaries and partner organizations at field
- Perform other work - related duties and responsibilities as may be assigned by the Project Officer/PM
- Adhere to at all times, policies, Core Humanitarian Standards and guidelines set up by Concern

### **Desired Qualification & experience**

- Diploma/Certificate in related field, continuing studies
- 3 to 5 year of experience in construction of Shelter project.
- Applications will be accepted only from the individuals (residence of POC); this position is open only for the individual/professionals within POC 3

The position holder will adhere to the standards of conduct outlined in the Concern Code of Conduct and Programme Participant Protection Policy. As part of the Concern P4 responsibility the position holder will;

- Support and promote the standards outlined in the P4 and the Concern Code of Conduct to their team, partner organisations and beneficiaries, and be committed to providing a safe working environment.
- Contribute to the establishment of preventive measures to reduce the potential for abuse in Concern programme.

### **HOW TO APPLY**

1. Interested Candidates are requested to submit their Applications, Updated CVs and scan copy of their nationality ID to: **HR Department, Concern Worldwide South Sudan programme Juba Head Office NOT later than 25<sup>th</sup> April 2017 or Email it to: [vacancies.juba@concern.net](mailto:vacancies.juba@concern.net)**
2. The position is open only to South Sudanese national residing in the PoC3 and please write your location address at the back of your application envelope
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.