



The Rescue Mission
For a suffering free society

POSITION: 1 FIELD OFFICER

Job Title	Field Officer
Organizational Unit	Programs
Immediate Supervisor	Project Coordinator and Head of programmes
Duty Station	Kajo Keji 80% Juba 20%
Closing date	9/04/2020

Organizational Context:

TERM is a non-political, non-profit organization duly registered by the Relief and Rehabilitation Commission as a NNGO. It was formed on the background to respond to needs of Displaced persons, refugees and returnees to help and ensure such affected group of people get access to dignified basic services through provision of humanitarian support so as to alleviate further suffering, strengthening of local capacities and build stronger resilience.

TERM Focuses on community development and programing to ensure empowered and viable generations that promote and works to build a suffering free society. TERM works to strengthen its ability to access the grass roots through provision of services in the sectors of WASH, EDUCATION, FSL, YOUTH and Women empowerment, Psychosocial support and trauma healing, Advocacy on Environmental protection and conservation to ensure "A suffering free society"

Job Purpose

The position holder will be responsible to take lead and represent TERM in Kajo Keji to ensure the organization's activities are reached, this includes liaising with authorities, partners and community networks. He/ she will prepare project reports, activities tracking, financial expenses tracks and over sees the activities planning and implementation. The main function of the position holder, not limited though, to assess the needs for the programme team, designing context and subject-based for implementation and monitoring the effectiveness of the plan and establish effective beneficiary communication and feedback system to evaluate the performance of the activities. She/he will also ensure that activities have been implemented in accordance to the objectives and indicators and within the framework of the project.

Job duties and responsibilities

The responsibilities of this position are.

Budget planning and utilization

- Preparation of field office activity budget in closer coordination with all project staffs, finance department and logistics during proposal development and project implementation.

Ensure proper implementation of projects results

- The FO ensures project implementation is on schedule and milestones are being met in accordance to the the work plan.
- He/she ensures there is attention to detail by all project staff, volunteers and contractors



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Prepares and manages field documentation in accordance with the donor's and TERM's directives and keeping set up deadlines;

- The FO shall ensure timely collection of field information/project data and readies it for report writing and planning purposes.
- He or she leads report writing process and ensure detailed reports are obtained from activity implementation, assessments and field visits.
- Prepares information to be entered into both 3&5 W everymonth or as shall be required by respective clusters.

Reporting, proposal development

- Reports in accordance with the organizations program strategy and the donor directives and Implements other tasks given by the direct supervisor
- Liaises with head of program and project coordinator in preparing weekly reports and tasks, taking part in regular meetings organized internally.
- Development project concept notes and full project proposals

Management of the project team, trains employees and volunteers participating in the project

- Working with the Project Coordinator ensure delegating tasks and responsibilities in accordance to work plans; verifying results; arranging trainings, liaising with external consultants, conducting evaluation meetings
- Oversees proper utilization of the material resources in the project, oversees the optimization of expenditures.
- Lead field activity planning and monitoring to ensure there is a good and achievable work breakdown structure.

Cooperates with the donor during each of the planning stages and in project implementation, Attending meetings with donor; answering messages from donor, preparing regular reports (interim report, final report, sending general updates on activities

Cooperates with external institutions, including UN, international INGOs, governmental institutions a, local NGOs and local government,

Attending and representing TERM in Cluster meetings, technical working group meetings, OWG (Operation Working Group) and any other forum related forums

The above list is not exhaustive and may require the Employee to perform other duties as assigned by the Employer.

Position Requirements.

The Rescue Mission is a growing organization who would want to grow with people who aspire to grow. We are therefore looking for a committed individual with high self-esteem who is ambitious to inspire generations through causing a positive change to ensure "A suffering free society"

Education

Degree in Project planning and management, Education, Social Sciences, Development studies.

A diploma with 1-2 years' experience in humanitarian programming may also be considered in lieu of the above

Experience and skills



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TERM is looking for dynamic individual who has ability and skills to cause and influence a positive change. The candidate must demonstrate creativity, good networking skills and knowledge of accountability to affected populations and working with vulnerable communities
An individual with good and proven skills (all combined) of project cycle management, report and proposal writing and or monitoring and evaluation is of greater advantage
Knowledge of donors, funding cycles and engagement with various clusters or partners is both necessary and key advantage.

Knowledge and Skills

Excellent verbal communication/facilitation skills

Excellent computer knowledge (This is a compulsory requirement)

Understanding of accountability to affected population, core humanitarian standards etc .

HOW TO APPLY

This position is a local position and recruitment will be done in TERM's office in Kajo Keji candidates are advised to submit their applications to TERMS offices in Kajo Keji (Mere town)

Note

Ensure to register on submission of your application, only shortlisted candidates shall be considered for the next stage 1 week after the dateline, **Dateline for submission of application is 09 April 2020**

Candidates are encourage to apply at the earliest as the position needs to be filled urgently.

TERM practices a transparent recruitment process and provides equal opportunities to all without discrimination based on Gender, race, ethnicity etc neither do we accept lobby for a position through whatever means. All qualified candidates are encourage to apply, women are strongly encourage to apply.

NB: Due to printing and photocopying challenges on ground TERM will accept a hand written CV and application letter.



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