



Norwegian People's Aid
South Sudan



Advertisement for Team Leader position-Yirol, Lakes State

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan. NPA South Sudan works in relation to the three areas of the Triple Nexus; humanitarian, development and peace. NPA's programme has been structured into three programmes: civil society support, rural development and emergency response.

NPA wishes to recruit a highly competent, proactive and self-driven South Sudanese for the position of **Team Leader, based in Yirol, Lakes State.**

The Team Leader (TL) has the responsibility for the management of Norwegian People's Aid's (NPA) office in Yirol. The position requires a dual approach where the TL is responsible for all support services (HR, administration, logistics, finance and security) in Yirol and the quality implementation of rural development and emergency response programming in Yirol East and Yirol West

Currently NPA SS works in three programming areas i.e. Rural Development, Emergency Response and Civil Society. The implementation of NPA in Lakes State are direct and indirect through partners and funded through a number of multi-year funding and short term funding.

The TL collaborates closely with line manager Head of Sub Office in Rumbek, as well as Rural Development Programme Manager, M&E Coordinator, Rural Development Coordinator, Partnership Coordinator on respective quality programming, project cycle management and partnership approach, assessments and monitoring of growth. Besides that, the TL has close working relationship with support departments in Juba and the programmes teams.

All responsibilities and reporting must be carried out in accordance with the strategic objectives of NPA as set out in the International Strategy, country strategy, Regulation for Delegation of Authorisation and other relevant procedures and guidelines in the Quality Management System and IPD Programme Handbook, as well as approved local guidelines and regulations. The above shall be conducted in close collaboration and any deviation to the above has to be reported to Head of Sub Office Rumbek and approved by Rural Development Programme Manager South Sudan.

Keys Roles and Responsibilities

1.1 Project planning and Activity Implementation

- Oversee the full implementation of project activities at field level ensuring that technical quality and standards are considered and respected during project(s) implementation.
- Conduct or organize field level regular project coordination / review meetings.
- Ensure project implementation is on time, target and budget, using effective M&E systems to reach desired impacts.
- Ensure that the project is implemented in accordance with relevant NPA technical guidelines and standard operating procedure.
- Regular update the work plan and other documents relevant for effective project management.

1.2 Partnership Management and Follow-up

- Conduct partner assessments and action plans for organizational development of partners.
- Develop an organizational growth tracker to document partner capacity growth under NPA support.
- Monitor the implementation of the projects by partners and ensure that they meet the agreed performance and reporting standards.
- Work with the partners to ensure that all finance management and grant accounting rules and regulations of NPA and donors are properly complied with.
- Regularly attend partner activities, visit partner offices and conduct quarterly updates Collect information on partners for project development and proposal writing.



1.3 Monitoring and Evaluation

- Participate in internal and external monitoring and evaluation exercises.
- Conduct regular field monitoring visits to project sites.
- Capture and share project significant change stories.

1.4 Reporting

- Provide regular and timely updates on progress and challenges to Programme Manager, Grants Manager, HoSO and other team members on as per reporting schedule.
- Develop narrative reports and contribute to the development of financial reports through regular budgetary follow up.

1.5 External Relations

- Support, facilitate or undertake communication and liaison activities to actively consult and involve beneficiaries, key informants, actors, partners and stakeholders in all stages of project design and implementation.
- Participate in coordination meetings conducted at field level (FSL Cluster, Humanitarian Coordination meetings etc, and ensure NPA representation.
- Cultivate good relations with key humanitarian actors – local and international, including government authorities and non-state actors, through regular attendance at technical meetings and bilateral meetings
- Coordinate with other stakeholders on supporting partners and civil society in South Sudan.

2.1 Human Resources

- Provide leadership, advice and support to NPA staff in Yirol, and ensure that the team works within NPA's principles and core values
- Set performance targets and monitor performance
- Ensure positive staff management, including proactive staff capacity building and ensuring performance reviews are conducted
- Mentor and guide staff in project activities and capacity development

2.2 Budget Control

- Review monthly project expenditure ensuring correctness of the transactions for each budget line and propose changes and readjustment
- Provide cash forecast for financial planning, check financial expenditures to ensure funds are used in accordance to planned activities, budget and NPA policies.
- Participate in BVA meetings to review expenditure levels and take appropriate action to redress over and under expenditures

2.3 Field Level Operations

- Manage day to day operational support including overseeing fuel usage, fleet management, stock and asset management and compound management at field level in consultation with logistics to support project implementation
- Line manage staff in logistics and support functions and maintain records of assets, stocks and equipment
- Coordinate with Juba office on matters related to logistics, fleet, IT support or office equipment management
- Maintain overall internal controls of NPA and ensure NPA Code of Conduct, Anti-Corruption Policy, safeguarding policy is well understood by staff in Yirol office and incidents of non-compliance are being reported in time

2.4 Safety and Security

Act as safety and security focal point for Yirol office and responsible for the implementation of NPA

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Ensure that the project is implemented in accordance with relevant NPA technical guidelines and standard operating procedure.

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2.4 Safety and Security

- Act as safety and security focal point for Yirol office and responsible for the implementation of NPA South Sudan security guidelines and SOPs in Yirol office operational area and projects sites
- Ensure that staff adheres to approved NPA Security systems, both globally and locally, and plan accordingly.
- Implement and follow NPA South Sudan security procedures, and ensure that timely reporting on security matters occurs to the appropriate channels.
- Ensure that all security equipment are in place and used as designated, and maintained regularly.
- Ensure that NPA Yirol office is safe and secure. Adequate security and safety measures are in place at all times
- Responsible for reporting to NPA CO Juba about security status on facilities. Requisitioning and putting in place appropriate material and equipment to abide to these standards.

3. Any other duties assigned by the supervisor or management

Authority/ Decisions:

Typical decisions the holder of the positions makes

Reference is made to the NPA Regulation for Delegation of Authorisation and the NPA South Sudan delegation directive.

Required qualifications:

Education:

Must have:

A minimum of a Degree in Social Sciences, Development Studies, Agriculture or any relevant field. Additional qualification in Project Management and financial Management, will be an added advantage.

Experience:

Must have:

- At least 5 years' experience in relief / humanitarian and developmental work
- Relevant experience (at least 3 years) as a Team Leader or Manager supervising a considerable number of staff.
- Good understanding of development and emergency response issues, in the area of food security and livelihood, civil society development and emergency and relate them to NPA's programme strategy/response plan;
- Experience of developing, maintaining and improving relationships with local governments, UN Agencies, local and international NGOs.
- Diplomacy and Confidentiality
- Computer literacy skills – MS Office applications, word, excel, PowerPoint, Spread sheets etc.
- Strong analytical skills, proven proposal writing skills.
- Good communication (written and verbal) skills in English.
- Strong interpersonal and excellent organizational skills.

Personal Competencies:

- Good communication-, networking- and interpersonal skills
- Ability and readiness to work under pressure and deal with difficult and complex conditions
- Ability and willingness to work and live under difficult circumstances
- Analytical, systematic and structured
- Strong moral values

Additional Considerations:

- The TL is to abide by the policies and personal codes of conduct set by the Norwegian People's Aid (NPA) and represent the organisation in a loyal and responsible manner.
- Women are strongly encouraged to apply.



Approve

NPA South Sudan is an equal opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.

Qualified women are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: recruitment-rss@npaid.org

Hard copy application and CV/Resume can also be delivered to the NPA South Sudan Head Office, Martyrs Street (opposite UNICEF) Juba. Or our Rumbek Field in Malual-Akan

Applications Must be submitted by Close of Business on Monday 24th January 2022

NB: Submitted copies of academic transcripts will NOT be returned to the applicant.



Approved

ii Approved by Labour Office

