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CONCERN
worldwide

VACANCY ANNOUNCEMENT

SHELTER/NFI PROJECT MANAGER AND STATE FOCAL POINT

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 of Shelter /NFI Project Manager & State Focal Point to be based in Bentiu, Unity State.

Job Purpose:

The Shelter /NFI Project Manager & State Focal point lead Concern's Shelter/NFI response in Unity, developing the response strategy, planning and overseeing shelter and NFI assessments, shelter construction and rehabilitation and shelter and NFI kit distributions, the project manager lead in Cluster as Unity State Focal Point for the Shelter/NFI Cluster, the purpose of the role is to provide Cluster oversight to all Shelter/NFI partners in Unity, coordinate their responses and provide technical support where required to ensure that Cluster approved methodologies and approaches are being implemented

Main Duties & Responsibilities:

- Providing technical leadership and quality control in the management, design, implementation, post-distribution monitoring and evaluation of Concern's Shelter/NFI projects in Unity
- Design and plan shelter and NFI activities in Bentiu IDP Camp, and Beyond Bentiu Response (BBR), including through cash-transfer interventions;
- Ensuring the participation of Programme stakeholders in all stages of the Programme cycle;
- In collaboration with the Area Coordinator and Emergency Programme Director, develop a longer-term strategy for Bentiu IDP Camp, and BBR shelter and NFI response;
- Assist the Emergency Programme director and Programme quality unit, feed into the proposal development process with technical input and budgeting estimates of Shelter/NFI activities
- Prepare Scopes of Work and Bills of Quantities for the construction of emergency shelters, as well as other shelter projects, as required.
- Oversee the day-to-day management of the shelter Programme including leading and overseeing distributions, assessments, (re)construction and rehabilitation of shelters in Bentiu IDP Camp, and in wider Unity.
- Ensure accurate management of the Shelter/NFI budget to ensure that activities are delivered in a timely and cost-efficient way;
- Monitor Programme budgets and management accounts to ensure that relevant activities are being implemented in accordance with agreed budgets;
- Prepare procurement plans and work with logistics to ensure timely procurement of all necessary supplies;
- Participate in contract design, tendering and ensuring contractor performance as required for the implementation of interventions;
- In collaboration with the M&E Coordinator, ensure that the Programme is appropriately monitored to track progress, outcomes and impact;
- Ensure collation and proper archiving of all relevant project documentation, including beneficiary lists;



- Ensure that best practice and international standards are applied to the shelter and other Programme activities as relevant;
- Ensure technical engineering standards and designs are applied consistently throughout the project.
- Identify funding opportunities shared in the Shelter cluster network and contribute to the development of high-quality concept notes and proposals for the Shelter/NFI Programme with assistance from the Programme Director and Programme quality unit
- Prepare timely and high quality internal and donor reports for the Bentiu Shelter/NFI Programme with assistance from Area Coordinator and Emergency Programme Director
- Prepare and share timely assessment-, distribution- and PDM reports for the Shelter pipeline
- Manage and provide leadership to the Bentiu Shelter/NFI team, contributing to their capacity building and career development including through on-the-job training;
- Ensure that the shelter team have up to date job descriptions, clear objectives and identify and facilitate training when required in coordination with the Area Coordinator and Emergency Programme Director
- Ensure that each member of the team fully understands outcomes which are expected of them, by setting SMART objectives, and that they are aware of the success criteria relating to their work;
- Ensure that all staff are aware of and comply with Concern's policies and procedures;
- Monitor and review performance and hold staff accountable for meeting the success criteria; give corrective feedback where required and take decisive action in the case of poor performance.
- Ensure that staff and contractors are compliant and fully understand their obligations when signing the Code of Conduct and its associated policies and where non-compliance is suspected, to inform a member of the CMT so that the appropriate action can be taken by the Country Director.
- Represent Concern Worldwide at any external coordination meetings, where required including in Bentiu coordination meetings and Shelter/NFI Cluster meetings and technical working groups.
- Provide training to Cluster partners on a regular basis, reviewing relevant Cluster topics in coordination with the current Sub-National cluster lead.

Persons Specifications

- Degree in Civil Engineering or other related qualification
- a minimum of three years post qualification experience in emergency Shelter/NFI, cash-based intervention projects, preferably in a humanitarian, post-conflict setting;
- Experience in Programme design and Programme cycle management;
- Experience in planning and organizing distributions;
- Experience in the monitoring and evaluation of shelter/NFI projects;
- Empathy with Concern's goals and a commitment to capacity building, protection and participation;
- Experience in coordinating with several agencies or partners to achieve common goals;
- Fluency in English, knowledge of local language added advantage

Desirable:

- Construction site management experience
- Previous Concern/Shelter cluster experience
- Experience in hard-to-reach area and/or IDP Camp settings
- Experience of working/living in insecure and sensitive environments
- Knowledge of Arabic, is an advantage
- Excellent interpersonal and diplomacy skills
- Excellent coordination, planning and organizational skills
- Demonstrated training and capacity building skill

Competencies Required

- **Managing yourself** – Holds an awareness of own abilities and areas for development; adapts and uses abilities to work well with others and to help achieve Concern's objectives.
- **Leadership** – Acts to inspire others by clearly articulating and demonstrating the values and principles that underpin Concern's work. Holds a sense of pride in Concern and loyalty to the organisation. Supports others to achieve excellent results.



- **Communicating and working with others** – Uses the most appropriate channel to share information with others both inside and outside Concern; adapts the message to meet the communication needs of the audience.
- **Delivering results** – Systematically develops plans towards achieving Concern’s objectives and commitments; uses appropriate techniques to help achieve agreed objectives
- **Creativity and innovation** – able to develop and successfully implement new ideas that further the needs of Concern and those we work with; builds on proven approaches and learns from on-going work to improve it
- **Change** – Responds positively and constructively to change; manages or takes part in change processes in a way that is appropriate to the role in the organisation

Safeguarding at Concern: Code of Conduct and its Associated Policies

Concern has an organisational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern’s core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the safeguarding and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including criminal background checking.

How to apply:

1. Interested candidates are requested to submit their Applications, Updated CVs of not more than 3 pages and a copy of their nationality ID and copies of educational certificates to: HR Department at Bentiu Field office, or Juba Office located at Tongping, Airport road opposite Ebony Bank or dropped your applications to our email vacancies.juba@concern.net from 22nd November to 10th December 2021.
2. The position is a local recruitment and strictly open to South Sudanese nationals only.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.
4. *Please complete the summary profile form and criminal background check form when submitting your application*
5. *Due to the urgency of the role we will be reviewing applications on daily basis and might offer the role before the application closing date.*

CONCERN WORLDWIDE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT CHARGE FOR ANY KIND OF RECRUITMENT. WOMEN ARE STRONGLY ENCOURAGED TO APPLY TO OUR ORGANIZATION. WE CELEBRATE DIVERSITY!

