



VANCANCY ANNOUNCEMENT

POSITION: PROJECT OFFICER-NGO FORUM (1)

Job Purpose

The South Sudan NGO Forum is a voluntary, independent networking body of currently **263** national and **116** international NGOs that supports its members to effectively respond to the humanitarian and development needs and demands in South Sudan. The South Sudan NGO Forum supports its members in the principled and effective delivery of humanitarian and development assistance so that members continue to save lives and improve lives in South Sudan. All members of the NGO Forum strive to provide professional assistance to the South Sudanese people regardless of ethnic background, political affiliation, or religious belief.

The South Sudan NGO Forum realizes its mission through a number of functions: information sharing and coordination, security advising and crisis management, external engagement, policy engagement, NGOs networking and capacity enhancement.

The position supports delivery of key results under 'Coordinated support to the NGO Forum members to improve and save lives' funded by South Sudan Humanitarian Fund (SSHF).

Main Responsibilities

- Work closely with the senior management teams and field teams to determine the operational needs of the project within the scope of the grant.
- Maintain and update monitoring and evaluation plans.
- Ensure M&E data and information are collected by the project teams on a regular and timely manner.
- Analyse data gathered and propose alternative strategies of program implementation
- Compile monthly and quarterly reports ensuring statistics are correct and on time
- Conduct assessments to identify needs and opportunities for new programming
- Work with field teams and logistics team to procure program supplies in a timely manner and within program budgets.
- Regularly update the National NGO Focal Point and senior management on progress of programs as per protocol.
- Compile program and donor reports and assist with development of future programs as needed.



- Liaise closely with local authorities, donors and partner agencies to ensure program compliance with donors' policies and regulations and complement other agencies efforts.
- Attend coordination meetings relevant to existing programs.
- Represent the organization at taskforce meeting, assessment missions, camp coordination meeting, UN coordination meetings, and NGO coordination meeting as appropriate.
- Contribute to the creation of positive image and overall credibility of the organization, notably through the application of the organization code of conduct, ethics, values and standard point with regard to internal and external actors.
- Create feedback mechanisms, open learning channels, support pilot efforts on knowledge management, and ensure information flow.
- Supervise, provide direction and oversee the work of State Coordinators under this program.

Emergency response

Concern is committed to responding to emergencies efficiently and effectively in order to help affected people meet their basic needs, alleviate suffering and maintain their dignity. To this end, when emergencies strike and the South Sudan Programme is to respond, all staff are required to actively participate in the response, regardless of location and contribute to the efforts aimed at achieving the humanitarian objective of the organization.

Person's Specifications

- Bachelor degree or equivalent in Development Studies, Social Work and Social Administration, Business Administration, Project Management, or other related field;
- At least 5 years of NGO work experience– either international or national – preferably with a special focus on community based programming;
- Experience in frontline program delivery including program planning, budgeting, monitoring and learning and close out
- Understanding of trends in PSEA, Bureaucratic Access Impediments (BAI) and Safety and Security advising, including donor requirements and changes in the development/humanitarian landscape
- Exceptional training and mentoring skills, with proven experience in planning and facilitating training for diverse audiences
- Experience with gender integration and strong knowledge of the intersection of gender with safeguarding
- Experience with applying and training on survivor-centred approaches



- Skills in using Microsoft suite of applications, including at minimum Word, Excel and PowerPoint

Competencies

- Demonstrated understanding of humanitarian operations and development issues;
- Demonstrated ability to draft concise and informative copy in English for a range of uses from detailed progress reports to media releases;

Planning and Organizing

- Demonstrated ability to focus on impact and results;
- Demonstrated ability to develop clear goals that are consistent with agreed strategies;
- Effectively identifies priority activities and assignments;
- Adjusts priorities as required, monitors and adjusts plans and actions as necessary
- Foresees risks and allows for contingencies when planning;
- Uses time efficiently and meets deadlines.

Communication

- Speaks and writes clearly and effectively;
- Able to handle complex information and data and convey clear messages;
- Excellent writing skills
- Able to adapt content and style for different audiences.

Teamwork

- Works collaboratively with colleagues to achieve organizational goals;
- Builds and sustains relationships with key constituents (internal/external/bilateral/multilateral/public/private).

Leadership and Self-Management

- Shows initiative
- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities
- Knowledge Management and Learning



- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

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

HOW TO APPLY

1. Interested Candidates are requested to submit their Applications, Updated CVs of not more than 4 pages and a copy of their nationality ID to: **HR Department – Juba Office, Concern Worldwide South Sudan head office located at Tongping, Airport Road Opposite Ebony Bank , not later than 6th August 2020** or email it to; vacancies.juba@concern.net
2. The position is open only to South Sudanese nationals only.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.
4. **A detailed Job description will be provided to the successful candidate at the time of appointment**

