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VACANCY ANNOUNCEMENT – ASSISTANT PROJECT OFFICER-FSL

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 Assistant Project Officer-FSL to be based in Juba head Office.

Job Purpose:

The Assistant Project officer- FSL is responsible for efficient and effective implementation of agriculture and livelihoods support to multiple grants in line with Concern's organizational strategies, policies and procedures as well as donors' procedures and regulations. The jobholder will support food security and livelihoods team to place program participants in relevant trainings, distribute inputs, monitor adoption processes, support assessments and perform reporting functions as required.

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20/10/2021

The position holder will provide field level support and technical assistance to the FSL projects in NBeG State. S/he will supervise the Community Development Facilitators and work closely with the Community-Based Agriculture Extension Workers (CBAEWs). The post-holder will play a critical role ensuring that Community-Based Agriculture Extension Workers (CBAEWs) are technically supported to enable them carry-out technical trainings to the farmers.



Main Duties & Responsibilities:

- Provision of technical support and capacity building to Community Development Facilitators and Community Based Agriculture Extension Workers ensuring that food security situation of the target households is improved/enhanced.
- Ensuring an effective local administrators and community participation and collaboration prior and during implementation of programme activities.
- Conduct and provide strong guidance and support to Community Development Facilitators during the weekly field planning for effective implementation and monitoring of activities.
- Provision of relevant technical and practical trainings to all the supported community groups, Project Management Committees and other affinity groups with support from the Community Development Facilitators, Project officers and Programme manager.
- Facilitate all the selection, targeting and registration process of all the beneficiaries as per the agreed criteria; and document both soft and hard copies of beneficiaries' registration forms
- Effective sensitization of community groups, management committees and the local government authorities through mentoring and moral support to understand Concern development intervention in the area with support from the relevant project officer and programme manager.
- Promotion of gender mainstreaming and equality during identification, targeting of beneficiaries and in community participation in any activity.
- Participate and contribute to the development of the programme quarterly and monthly plans in order to give the desired technical support to the field staffs as per agreed time frames.
- Ensure and effective sensitization of target beneficiaries on the condition for costs recovery to institute sustainable efficient recovery systems in the community.
- Liaising with local authorities and agriculture/livestock departments to ensure the flow of information on programme and technical issues.



- Identification and suggestion of strategies for working with the partners/ local authorities in regards to food security/livestock activities.
- In liaison with the agronomist, provide technical support to farmers and carrying out agricultural experimental trials in the Agriculture Research learning and demonstration Centre
- Ensure a timely and good quality monthly report prepared and submitted to the office not later than 20th of every month.
- Adhere to meeting deadlines of report writing and timely submission to designated project officer. Performing any other duties assigned by the project officers through the Programme manager



Persons Specifications

- Relevant qualification of at least Diploma in Agriculture/Community Development/Natural Resource/ or related training is a mandatory.
- Training in project management and/or community development, participatory methodologies and/or Monitoring and evaluation is an added advantage.

Desired

- Diploma in Agriculture Science, Crop Production and Project Management related and or rural development training.
- Strong knowledge of conducting Community Based Participatory Planning (CBPP) with good analytical and report writing skills.
- Certificate in agriculture/community development/natural sciences with at least (3 – 5) years of working experience with a similar role in South Sudan.

Technical Skills

- Training in project management, community development and/or Monitoring and evaluation.
- Experience in implementing FSL programmes, conducting basic assessments, report writing and coordinating with other agencies
- Have excellent interpersonal, written and oral communication and presentation skills;
- Ability to work with minimum supervision;
- Proficient in use of Microsoft applications, including Word, Excel, Power point & Outlook (or similar software);
- Basic analytical and statistical skills
- Fluency in English language
- Have excellent interpersonal, written and oral communication and presentation skills;

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 Juba office or email your application to vacancies.juba@concern.net office not later than Monday, 8th November 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

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!

