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## Re-Advertisement For Team Leader- Based In Awerial

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 has worked in South Sudan since 1986 and currently runs three programmes: Civil Society Development, Rural Development, and Emergency Response. NPA wishes to recruit a highly competent, proactive and self-driven individual (South Sudanese), for the position of **Team Leader based in Awerial, Lakes State**. The contract for this position is Definite Contract with possibility of extension based on funding and satisfactory performance.



### **Purpose of the Position:**

The Team Leder (TL) has the responsibility for the management of Norwegian People's Aid office in Awerial. The position requires dual approach where the TL is responsible for all support services (HR, Administration, Logistics, Finance and Security in Awerial and the quality implementation of Rural Development and Emergency Response Programming in Awerial, Lakes State.

Currently NPA South Sudan operates in three programming areas of Rural Development, Emergency Response and Civil Society Development Programme.

The implementation of NPA Programs in Lakes State are direct and indirect through partners and funded through multi-year and short-term funding.

The TL collaborates closely with Head of Sub office in Rumbek and managers of Rural Development Programme, Emergency Response Programme, M&E Coordinator, Rural Development Coordinator and Partnership Coordinator on respective quality programming, project cycle management and partnership approach, assessment and monitoring of growth. In addition, the TL works closely with support departments and program teams in Juba.

All responsibilities and reporting will be carried out in accordance with the strategic objectives of NPA as set out in the International Strategy, Country Strategy, Regulation for Delegation of Authority and other relevant procedures and guide lines in the Quality Management System and IPD Programme Handbook as well as the local guidelines and regulations.

### **Key Roles and Responsibilities:**

#### **1. Project Planning and Designing**

- Participates in data collection/assessments for use in project development and proposal writing.
- Carries out a situational analysis with the objective of developing the detailed work plan and activities to be implemented in a specific period.
- Participates in the development of a detailed work plan for the implementation of the projects.

#### **2. Project Planning and Implementation**

- Oversee the full implementation of project activities at field level ensuring that technical quality and standards are considered and respected during project implementation.

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- 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
- Compiles reports on program implementation based on the monitoring and evaluation plan of each project and submits it to the Program Managers promptly.

### 3. Develop Capacity of the Project Staff and Beneficiaries.

- 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
- Conducts field visits to supported beneficiaries to share skills and knowledge.
- Trains project staff and beneficiaries on approved project activities

### 4. 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.

### 5. Supervise Project Operation

- Plans for all resources and implement all project activities as per the project designs.
- Handles logistics, finance and administrative aspects of the project in accordance with rules and procedures.
- Coordinates with the Country office to address any arising issues in the project area about project implementations. Manage the accountability for all expenditure as per the approved budgets.
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- Collects weekly progress reports from project staff and check financial expenditure to ensure funds are used in accordance with planned activities, budget and NPA policies.
- Supervises and follows up on project activities and document field challenges for smooth implementation.
- Monitors and evaluates the quality of extension delivery to beneficiaries and use of grants.

### 6. 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
- Establishes good working relationships with local and community leaders for the smooth implementation of the project activities.



II - Approval



- Participates in coordination meetings of the sector agencies to ensure the NPA operations are clearly understood by the local authority & other agencies in the area.

## 7. Budget Control

- Reviews monthly project expenditure ensuring correct transaction for each budget line and propose a readjustment plan when there is a deficit or excess.

## 8. Manage Human Resource at Field Level

- Sets performance targets, monitors performance and conducts staff appraisals.
- Mentors and guides staff in project activities.

## 9. Act as Security Focal Point

- Acts as security focal point for all implementation of NPA South Sudan security systems in their operational area and projects.
- Ensure that staffs adhere to approved NPA Security systems, both globally and locally, and plan accordingly.
- Implements and follows NPA South Sudan security procedures and ensures that timely reporting on security matters occurs to the appropriate channels.
- Ensures that all security equipment/devices are in place and used as designated and maintained regularly.
- Ensures that all facilities are secured according to policy and standards.
- 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.

### Desired Qualifications/Skills/Experience:

- Minimum of Bachelor's Degree in Agriculture, Development Studies, Social Sciences or relevant field.
- Additional qualification in Project Management and Financial Management will be added advantage.
- At least five (5) years in relief/humanitarian and developmental work.
- Relevant experience of at least three years as Team Leader, or Manager supervising a considerable number of staffs.
- Good understanding of Developmental, Emergency Response issues in the areas of Food Security and Livelihood, Civil Society Development.
- Experience of developing, maintaining and improving relationship with local government, UN Agencies, NNGOs and INGOs.
- Computer Literacy skills-MS Applications
- Strong analytical skill and proven proposal writing skill.
- Good communication (written and verbal) skills in English.
- Strong interpersonal and excellent organizational skills.
- Diplomacy and confidentiality

### Personal Competencies:

- Project Management skills
- Team leadership & People management skills
- Ability and readiness to work under pressure and deal with difficult and complex conditions.
- Ability and willingness to work and live under difficult circumstance.
- Good team player
- Good Networking skill and strong moral values.



**Working Relationship:**

- All field staffs.
- Operations and Program teams in Juba.
- Government ministries and departments.
- Food security cluster
- Other NGOs in the area
- Partners
- Relief Rehabilitation Commission (RRC) or MoL

**NPA South Sudan is an Equal Opportunity employer. In making employment decisions it does not discriminate based on gender, ethnicity, religion or political affiliation.**

Qualified female candidates 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](mailto: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 Office and NPA Awerial Office.

**Applications submitted after 12:00 noon on Tuesday 16<sup>th</sup> August 2022, will not be considered.**

NB: Submitted copies of academic transcripts will NOT be returned to the applicant.  
Only Shortlisted candidates will be contacted.

**Applicants who had recently applied for this position are advised not to re-apply.**

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