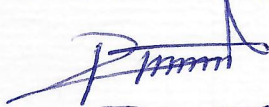


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APPROVED BY

MOL R S S



31-05-2021



Vacancy notice

Advertisement opens 31st May 2021.

Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise, and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programs in the area of Emergency Response, DRR, Health, Food Security, Security & Justice, Women Leadership and Investments.

Presently, Cordaid is expanding its program in different parts of the country. For that purpose, additional capacity is required. Therefore, Cordaid South Sudan would like to recruit for the position of **Assistant Project Officer as detailed below.**

Position: Assistant Project Officer

Based Location: Kodok

Number of positions: One (1)

Reporting Lines:

The Assistant Project Officer (APO) will be based in Kodok, Upper Nile, reporting to the Field Coordinator for Upper Nile.

Purpose of the position

The APO will be responsible for implementation, and provision of guidance to targeted communities, extension workers and local partner technical staff to implement project activities stipulated in project document. S/he will be responsible for assessment, planning, implementation, monitoring, capacity building, reporting and coordination with UN clusters, local authorities, other key stakeholders and local partners.



Key accountabilities and Responsibilities

- Ensure that all the project activities are implemented effectively and efficiently (on time and within budget), and ensuring achievement of the set objectives and milestones, as per standards and requirement.
- Contribute to needs assessments and generate sound analysis of needs and response options.
- Identify sustainable agro-based economic opportunities and implement a demand-driven, commercialisation approach based on access to markets and finance.
- Identify value chain development, market development, agronomy, microfinance, cooperative, VSLA and business development service issues in the assigned location and lead the implementation.
- Train extension workers and lead farmers in FFS, fishermen forks and pastoralist groups, as well as agribusiness and value chain development.
- Ensure the demo sites for FFS are established stipulated in the project document.
- Provide support to local partner(s) and consortium member staffs to ensure the project implementation is in line with the project objectives and budget and provide necessary support when needed.
- Provide technical support to extension workers, local partners, lead farmers, beneficiaries and consortium member staffs to improve their understanding of business-related concepts in agribusiness development including in production; post-harvest handling; marketing; value addition; credit/budgeting; and risk assessment and mitigation.
- Ensure linkages with local partners are as stipulated on signed MoU.
- Ensure to develop appropriate criteria and a suitable delivery mechanism for the facilitation of adequate investment and training in agribusiness.
- Ensure compliance with the Cordaid and donor standards for project implementation.
- Ensure mainstreaming of gender, climate smart agriculture practices and nutrition into relevant project activities.
- Follow project budgets to ensure appropriate spending in accordance with donor commitment and agency policies.
- Work closely with admin and finance officer, including planning for procurement and delivery, for project implementation.
- Ensure accountability measures are in place in all program activities to ensure the voices and feedback from beneficiaries and stakeholders are captured and responded.
- Ensure proper security assessment and prevention measures for both staff and beneficiaries are in place in relation to program activities.
- Update the activity database on progress vs targets, location, and details on activities and beneficiary groups provided that fulfil donor requirement.
- Support design of the project's monitoring and evaluation strategy.
- Plan and implement monitoring and evaluation activities of the projects.
- Review project log frame and indicators regularly and suggest changes if required.
- Ensure that donor contractual requirements are fulfilled, including projects operated by partners.
- Provide oversight, training, data management support (forms, tools, monitoring systems) and guidance for M&E to concerned project staff.
- Document successes, lessons learned, and stories from the field activities.
- Contribute to the strengthening knowledge management (consolidation of experience, formulate case studies, etc.) for the agency and our staff.
- Provide leadership and capacity building to extension workers and local partners.
- Support Review of reports of local partners, and ensure accuracy, quality, and compliance with donor requirements and Cordaid standards. This may involve substantial editing, translation and contributing to writing to ensure the reports are in coherence to the donor and Cordaid standards, templates, and requirement.
- Assist in the logistical aspects of project administration and ensure security of distribution items.
- Lead in the recruitment and identification of extension workers and ensure to follow the recruitment guidelines and technical guidance from the Human Resources Department.
- Evaluate the performance of the extension and ensure to follow the contractual agreement and contract



- Undertake Cordaid work in a manner that upholds the Organisational value and integrity, and dignity and value for beneficiaries.

Qualifications and skills

- Degree in development, agriculture, natural resource management, socio-economic studies, or related field preferred; long working experience in FSL sector and in NGO setting can be considered as alternative to this.
- At least 5 years' relevant work experience in managing projects on food security and livelihoods.
- Practical experience in project cycle management, log frame development, and proposal writing.
- Good understanding on value chain, agribusiness, microfinance, VSLA, input supply, cooperative development, MSMEs and private sector.
Good understanding of cluster system and experience in coordination with various actors.
- Practical experience of working with local partners and community capacity building.
- Strong reporting, analytical and problem-solving skills.
- Strong reporting, analytical and problem-solving skills.
- Strong project management skills with proven track record of completing complex tasks under time-sensitive deadlines, while continuing to manage on-going long-term projects.
- Willingness to live in field location.
- Excellent English writing and communication skills; and knowledge on Arabic preferred.

Further information and how to apply.

Interested and qualifying applicants can submit their application letter including CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 4 professional references, including most recent/current employer/supervisor to the following email hr.southsudan@cordaid.org

Mention the vacancy reference number position in the subject line on the envelopes.

CSS10/5/21 Assistant Project Officer.

or

Applications can also be hand dropped at Cordaid field office in ~~Boe~~ **KODOK**

Deadline for submission is by the **21st June 2021**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply.

Only shortlisted candidates will be contacted.

An integrity check will be part of the recruitment procedure. All applications submitted cannot be returned.



(South Sudanese Nationals Only)

