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3/10/2021



**NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN
VACANCY ANNOUNCEMENT**

POSITION	FSL- Project Assistant (Food Security & livelihoods)
Number of Position	One (1)
Reports to	FSL-Project Officer
Supervision of	N/A
Duty Station	Akobo County
Travel	100% within Project Locations
Project Number	SSFM2110
Duration	4 Months

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core activities include Education, Shelter & WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

All NRC Employee are expected to work in accordance with the organization's values. To be **dedicated, innovative, inclusive** and **accountable** are attitude and believe that shall guide our actions and relationships.

1. Role and responsibilities

The purpose of the assistant position is to assist in the day to day implementation of the FSL programme in Akobo County and therefore, the job holder must be a resident or originated from County / Community

Generic responsibilities (max 10)

These responsibilities shall be the same for all positions with the same title. The responsibilities shall be short and essential. Details belong in the Work- and Professional Development Plan.

1. Adhere to NRC policies, tools, handbooks and guidelines
2. Assist with the implementation of the program portfolio according to plan of action
3. Prepare and develop status reports as required by management
4. Ensure proper filing of documents
5. Promote and share ideas for improvement of the program function



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Specific responsibilities

These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus and type of programme intervention. This section shall be revised whenever a new employee is hired or the context changes significantly.

- Conduct grass root (Payams & Boma level) beneficiaries' mobilization and registration
- Conduct Input distribution to registered beneficiaries (crop seeds, vegetables seeds, watering cans fishing kits and other farming inputs)



- Support LFS officer in fisher folk training on fish preservation and processing methods
- Training support to community nutrition volunteers in agronomic practices and the establishment of demonstration kitchen gardens at the nutrition facilities.
- Together with LFS officer, mother to mother group members facilitate demonstration on cooking of nutritive vegetables to kitchen garden beneficiaries at OTP centers
- Facilitate formation and strengthening of vegetable farmer groups and trained them on improved vegetable practices(technologies), group dynamic and enterprise development
- Facilitate and gather information on market systems, market analysis and mapping in the county,
- Conduct field data collection for baseline survey and evaluation, Post Distribution Monitoring (PDM), Pre and Post-harvest assessment,
- Give extension and other advisory services to farmer in county, payam boma and village level,
- Any other duties identified by supervisor.

Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- FSL staff in project area and in other NRC offices

Scale and scope of position

Staff:	Numbers and titles of staff directly managed by the post holder, and numbers of staff and daily workers/incentive staff responsible for overall in the unit.
Stakeholders:	Key external stakeholders the post has relationships with (e.g. UN agencies, INGOs, local NGOs, civil society, governmental bodies)
Budgets:	N/A
Information:	Brief description of the information resources the post holder is responsible for at CO level N/A
Legal or compliance:	Brief description of any legal or compliance responsibility the post holder has (term of employment, vendors, donors)

2. Competencies

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

1. Professional competencies

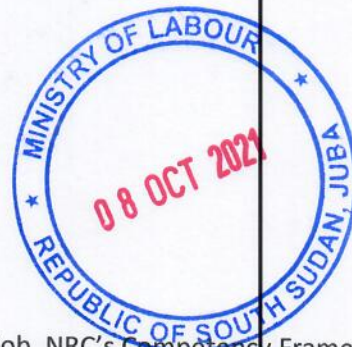
These are skills, knowledge and experience that are important for effective performance.

Generic professional competencies:

- Experience from working as a Project Assistant in FSL programmes in humanitarian/recovery context and in context of Jong lei,
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Some knowledge of English and local languages

Context/ Specific skills, knowledge and experience:

- Must have Diploma or bachelor in general or agronomy,
- Knowledge of the context in South Sudan
- Knowledge in Community Mobilization or related field.



- Knowledge of the Local language an advantage,

2. Behavioural competencies (max 6)

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies, and the following are **essential** for this position:

- Handling insecure environment
- Planning and delivering results
- Empowering and building trust
- Communicating with impact and respect

3. Performance Management

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description
- The Work and Development Plan
- The Mid-term/End-of-trial Period Performance Review Template
- The End-term Performance Review Template
- The NRC Competency Framework

How to apply:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- All applicants must have a valid South Sudanese Nationality Certificate and Passport.
- Please do not submit original certificates. Submitted application documents will **NOT be returned**.
- Applications must be submitted no later than **27th October 2021** by Hardcopy in an enclosed envelope clearly marked **FSL Project Officer - Akobo** to NRC Head Office Located in Juba Na Bari Area along American Residence Road and NRC field offices.

Only short-listed candidates will be contacted, by e-mail or by phone.
FEMALE CANDIDATES WITH REQUIRED QUALIFICATION AND EXPERIENCE ARE
HIGHLY ENCOURAGED TO APPLY