



Munuki SDA  
Compound  
P.O Box 247  
Juba, South Sudan

## Job Advert

**Job Title:** Project Officer (One Position)  
**Project:** WFP/ Food Assistance for Recovery (FAR)  
**Job Location:** Kapoeta, South Sudan  
**Direct Supervisor:** Project Manager  
**Type of contract:** Fixed Term  
**Duration:** Eight (8) months with possibility of extension with availability of funds  
**Closing date:** 21<sup>st</sup> Jan 2022, 5:00 P.M South Sudan time

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**Introduction:** The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is “**To serve humanity so all may live as God intended**”. ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan’s thematic areas are health, education, food security and livelihood and emergency response.

**ADRA’s Motto:** *Justice. Compassion. Love*

**ADRA’s Values:** *Courageous. Compassionate. Connected*

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**Job Purpose:** ADRA has been implementing a Food Assistance Recovery (FAR) project in partnership with WFP in Kapoeta North and South Counties of Eastern Equatoria State of South Sudan targeting the most vulnerable households in a total of Eleven (11) Payams, 121 Bomas. The project implementing General Food Distribution (GFD) activities and Blanket Supplementary Feeding Programme (BSFP) which is the Nutrition component for Pregnant and Lactating Women (PLW) and Children under age 2. In addition to this, GFD plus activities which entail empowering the community to engage in farming activities growing food crops and vegetables to help supplement the Food Assistance programme geared towards nurturing resilience and sustainability as opposed to dependency. Other activities include training farmer groups on basic agronomical practices and value addition, and PLW on nutritive preparation of food. Focus group discussions are also organized at community level on cross-cutting issues.

### Job Summary:

Areas of focus includes participation in staff recruitment and induction, inception meeting planning and coordination, stakeholder and community engagement, participation in beneficiary targeting exercise in regards to GFD+ and BSFP, ensuring database and master lists are accurate, Training staff and mentorship,

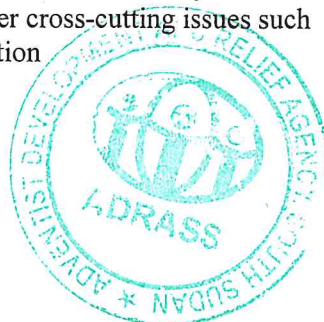


supervision of Food monitors enumerators and casual workers, working in close conjunction with the CTO in coordination of food deliveries and distribution, participate in food calculation, coordinating food rationing, records keeping and checking into Register books, ensuring beneficiaries are repeatedly sensitized on their entitlements, reporting and accountability, of the BSFP program. .

The Program Officer will also support in coordinating with the relevant government departments, other humanitarian players and any other relevant stakeholders in the Food Security and Livelihoods Sector.

### Duties & Responsibilities

1. Actively participate in conducting relevant assessments, identification of needs, program design and planning of appropriate food assistance response.
2. In coordination with the PM and HR department, participate staff recruitment, induction, training, supervision, coaching, mentorship and appraisals
3. Actively participate in planning the project kick off inception meetings, stakeholder engagement and community entry, awareness raising and sensitization on the project activities, processes and procedures
4. Coordinate and work closely together with FSL team (Commodity Tracking officer, Programme Officers, Agricultural Officer, MEAL Assistant, Food Monitors and Enumerators) under the GFD+/BSFP and Agriculture components of the project to ensure project outcomes are realized efficiently and effectively
5. Consult, collaborate and work closely with stakeholders, respect the dignity of beneficiaries, and members of the community at all times
6. Coordinate the beneficiary targeting exercise to ensure the correct beneficiaries are targeted, verified and registered, an accurate data base file in place and hard copy master-lists printed and filed and soft copy shared with CTO and PM for their verification and consequent sharing with WFP in a timely manner
7. In conjunction with the Commodity Tracking Officer (CTO), check that the quantities of food requested are accurate in line with the Food Calculation Sheet (FCS) and adjust accordingly in case of errors
8. Ensuring that the food store is adequately prepared, casuals hired well in advance and all staff organized ready for food reception with all tools in place including records keeping books, stamps, calculators and folders for waybills safe keeping
9. Supervise food reception and organize proper food stacking at the Final Distribution Point (FDP), guide the Food Monitors in accurate filling in of delivery documents, particularly waybills, with immediate feedback to the CTO and Supervisor on the status of Daily deliveries
10. Work together with CTO to ensure that food received from the distributors is sufficient and in good condition and follow up on proper storage, ensuring that any damaged food is replaced in a timely manner.
11. Ensure beneficiary mobilization and food distribution schedules for each month are ready and shared with supervisor and team well in advance, coordinate mobilization of beneficiaries and distribution arrangements at the FDP
12. Ensure food is well secured after delivery, before distribution and during distribution.
13. Make sure that all equipment are in situ well before that distribution commences, including weighing scales, scoops and debagging materials, kept clean and safe
14. Manage Casuals such that distributions are carried out in an orderly and fair manner ensuring protection and safeguarding of beneficiaries from harassment by crowd controllers, casuals or staff, especially women and children and that distribution starts early 8-9 A.M and ends by 3.00-4:00 P.M in agreement with the community to avoid harm to beneficiaries on their way home
15. Ensuring all beneficiaries are sensitized on their entitlements and other cross-cutting issues such as Covid 19 awareness and protocols before and during food distribution





16. Participate in GFD+ development activities including CBPP exercises, training of lead farmers and regular monitoring in collaboration with the Agricultural/Infrastructure Officer
17. In collaboration with MEAL Assistant, ensure correct and relevant data is collected, compiled and shared on daily and weekly basis which informs the monthly GFD+ distribution reports, shared with the CTO for consolidation with BSFP data
18. Together with BSFP, Agriculture officer, MEAL Assistant and CTO, generate weekly and monthly report drafts underscoring any concerns, challenges, recommendations, lessons learned/best practices, capturing and sharing case studies and/or success/impact stories
19. Oversee PLW hygienic nutritive cooking demonstrations and reporting by Food Monitors at Payam and key Boma levels to ensure the nutritious food distributed to PLW and vegetables retain their value after preparation
20. Support School Feeding Programme when called upon
21. Work closely with the MEAL assistant, in consultation with MEAL Manager, ensuring that the tools designed capture the GFD+/BSFP component sufficiently
22. Participate in assessments, PDMs and Joint monitoring activities and reporting
23. Attend and participate in partner coordination meetings
24. Work closely with the Supervisor and Perform any other duties assigned

**Performance Indicators:**

1. Meet at least 80% of project work plan indicators.
2. Complete at least 80% of planned field activities.
3. Ensure timely submission of data for monthly reports.
4. Time management
5. Team work.
6. Interpersonal and communication skills



**Other Valued Criteria:**

1. Willingness and flexibility to work as the leader of a team.
2. Social and cultural understanding.
3. Computer literate with good working knowledge of word processing, Excel spreadsheets and email software programs. .
4. Fluent in spoken and written English required.
5. Excellent written and verbal communication and interpersonal skills.
6. Planning and organizing.
7. Technical and analytical skills

**Job qualifications**

Minimum Diploma or equivalent in Social Sciences, Development Studies or any other relevant field will be an added advantage. A Bachelor's degree in the same field is desirable

**Language:** Fluent in written and spoken English, Arabic is mandatory and Toposa an added advantage. Excellent communication skills (written and oral) and strong interpersonal skills are required

**Working requirements:**

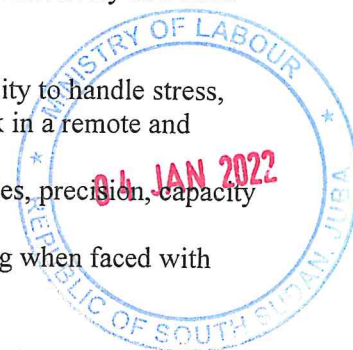
1. A minimum three years working experience with NGOs in GFD+/BSFP or other community based FSL intervention programmes preferably in emergency/Recovery context,



2. At least 2 years' work experience in food handling, calculation and distribution and monitoring GFD/BSFP activities preferably under the humanitarian Sector.
3. Knowledge, training and experience in Food Assistance programming, implementation and monitoring
4. Knowledge of latest developments in Food Security and Livelihoods
5. Experience in development of basic training material and conducting capacity development food and nutrition related trainings and workshops to staff and beneficiaries
6. Demonstrated skills in program planning, implementation and monitoring
7. Demonstrated skills in Training of Trainers and development of training materials.

**Other attributes: -**

- ✓ Willingness to work under pressure and extra hours when need arises
- ✓ Portrays good human relation skills and demonstrated ability to work effectively in a team environment
- ✓ Strong adherence to ADRA Values
- ✓ Strong character traits, including emotional stability, adaptability, ability to handle stress, cultural and gender sensitivity and integrity, prepared to live and work in a remote and uncertain security environment
- ✓ Patience, good relations with other people, capacity to manage priorities, precision, capacity to share knowledge and train others, adapting to the local context
- ✓ Problem solving ability and capacity to be flexible and accommodating when faced with difficult and frustrating working conditions;



**Instructions for applications:**

All application shall be addressed to HR Manager – ADRA South Sudan P. O. Box 247 Juba C/O SDA Compound in Munuki **or** Submitted at the ADRA Kapoeta North Riwoto Office. You may also send your application to [jobs@adrasouthsudan.org](mailto:jobs@adrasouthsudan.org). Qualified female South Sudanese nationals are highly encouraged to apply.

**Note;**

1. A CV of 4 pages or less coupled with a one-page cover letter is will be required. Telephone contact details will be required.
2. Relevant copies (NOT ORIGINALS) of certificates and testimonials
3. Only Shortlisted candidates will be notified for the formal interview.
4. Due to the urgent need for this position to be occupied, we shall be reviewing applications coming in from time to time, and interviews will be conducted once we have received suitable candidates before the deadline of the advert.

**Safeguarding:** *ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.*

