

tearfund

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Approved
10.2.2023

ADVERTISEMENT
POSITION: Field Support Services Officer
LOCATION: BOR
STARTING DATE: ASAP



Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

Our vision is to see all people freed from poverty, living transformed lives and reaching their God –given potential by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund South Sudan Programme is looking for a suitable **South Sudanese** candidate to fill in the position of **Field Support Services Officer** to be based in **Bor**.

JOB OVERVIEW

The Field Support Services Officer is responsible to provide support to Tearfund Operational Counties in Jonglei and Greater Pibor Administrative Area by representing the Counties in State Ministry Coordination meetings, UN Led Clusters and Inter Cluster Coordination meetings; coordination collection and dispatch of GIKs from UN donors to the field as well as facilitating donor signing of the GIK certificates. He/She will support the field in management of the Logistics especially Juba level procurement and delivery of project inputs to the field. If necessary he/she will provide support in Human Resources and Finance functions in accordance with Tearfund policy and strategy for South Sudan. Has responsibility for compliance with Tearfund's HR, Finance, Logistics policies and procedures, compliance with donor guidelines and regulations, and providing support on programme implementation in the field.

The person required should have a valid South Sudan Driving Licence as he will be required to be driving a Tearfund car to fulfil the above tasks.

POSITION IN ORGANISATION

- Grade: B1
- Reports to the Area Coordinator
- Liaise closely with Line Ministries, Logistics, Finance, Human Resource and with field offices in Uror, Duk and Twic East, and pochalla.

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Registered office: 100 Church Road,
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1. Tearfund's Christian culture

- We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:-
- Engage with Tearfund Prays and the Prayer hub.
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group.
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission.
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship.

ORGANISATIONAL REQUIREMENTS

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

KEY RESPONSIBILITIES

Program Support

4.1. PROJECT / SUPPORT FUNCTION MANAGEMENT

- Provide support to field both programmatic (programme related meetings) and support (procurement and dispatch of project materials to the field).
- Supervise and assist project staff in managing specific project budget lines, monitoring expenditure to budget, identify and take required corrective actions.
- Support staff and property safety management plan by ensuring field staff are fully briefed/trained and understand individual and collective responsibilities for safety, and by enforcing the respect of the agreed safety measures for the area.
- Facilitate GIK collection and dispatch to the field locations.
- Submit GIK certificated for donor signatures and share with Juba Finance and Programme Funding.
- The Field Support Services Officer will be required to drive a Tearfund car because the Bor office will not have a drive.

4.2.1 Logistic responsibilities:

- Coordinate and maintain a functional supply chain system for project inputs.
- Manage the upkeep of equipment, supplies and premises of Tearfund in the field locations.
- Manage all assets, in accordance with Tearfund policies and procedures.
- Manage vehicle fleet in Bor and field sites when needed
- In collaboration with Juba , maintain secure and reliable communications and IT systems and equipment complaint to local laws, and ensure staff are adequately trained in the operation of the equipment

4.2.2 Finances responsibilities:

- In collaboration with Finance in Juba, maintain a standard Tearfund financial procedures for the project in the field.

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- In collaboration with Finance in Juba, maintain a standard Tearfund financial procedures for the project in the field
- Manage the project budgets, reviewing accounts each month with Area Coordinator/Finance Manager and identifying corrective actions as needed

4.2.3 Human Resources responsibilities:



- In collaboration with the Area Coordinator, ensure local recruitment and employment is consistent with Tearfund HR recruitment policies, the legal context and local practice.
- Ensuring Tearfund's performance management system is effectively implemented in the field among project staff with objective setting, probationary reviews, regular catch ups, 6-monthly performance appraisals and exit interviews, carried out for staff.
- Ensuring Tearfund's staff development policy, including personal development planning, is implemented across the programme in a way that is consistent and transparent.
- Ensuring staff familiarity with Tearfund's mandate, values, Quality Standards, policies and programme objectives and their individual responsibilities in upholding these standards and policies.

4.3. EXTERNAL REPRESENTATION

- In collaboration with the Area Coordinator, ensure Tearfund policies related Support Services are clearly communicated to local authorities, partners and stakeholders.
- Facilitate partner organisations adherence to finance Tearfund's values and operating principles
- In the absence of the Area Coordinator, stand in as Tearfund representative in the Area.
- Attend meetings and share minutes of State and Bor South County Government meetings
- Represent Tearfund in UN OCHA led inter cluster meetings and share minutes.

PERSON SPECIFICATION

JOB TITLE: Field Support Services Officer.

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree or equivalent qualification in business administration, finance or management related disciplines. • Must be a holder of a South Sudanese driving licence. 	<ul style="list-style-type: none"> • At least 2 years' experience in a similar position. • Must have a valid Driving Licence.
EXPERIENCE	<ul style="list-style-type: none"> • Proven management experience in Finance/HR or logistics • NGO experience • Experience in senior role with project management experience • Experience in people management • Proven safety management experience 	<ul style="list-style-type: none"> • Knowledge of good practice standards: SPHERE, Humanitarian Accountability Partnership, and Red Cross Codes of Conduct. • Should be able to drive a manual Car
SKILLS/ ABILITIES	<ul style="list-style-type: none"> • Excellent written English • Good command of local language • Skills in managing people or Arabic • Organisational and administrative skills • Negotiation and representation skills • Excellent communication skills • Computer literate and experience with Epi Info • Ability to lead, participate and facilitate in collective staff prayer and bible studies • Ability to remain calm under pressure • Diplomatic and determined. 	<ul style="list-style-type: none"> • Communication skills • Presentation/facilitation skills. • Report writing skills
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Committed Christian with a personal relationship with God. • Committed to Tearfund's Mission, Values and Beliefs. 	<ul style="list-style-type: none"> • Understanding the local context, culture and practices.
OTHER COMMENTS: <ul style="list-style-type: none"> • All roles require a DBS/Police check • Tearfund is a member of the SCHR Misconduct Disclosure Scheme • Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure 		



How to Apply:

If you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the HR Department at Tearfund office or find attached with the advert, Located in **Bor** detailing your experience for the post and include your daytime telephone contact. Applications online can be submitted to southsudan-recruitment@tearfund.org. The subject matter of your email should be the title of the job you are applying for.

Closing date for receiving applications is **01st March 2023 at 5:00pm.**

NB:

- **Applications once received are not returnable**
- **Female Candidates are encouraged to Apply and Must be able to Drive with a valid driving permit**
- **Due to the urgency of the position, applications submitted will be shortlisted on a rolling basis, should there be suitable candidates, and the position may be filled before the deadline for applications.**
- **Only short-listed candidates will be notified.**

