



II-Approved



Vacancy Announcement: Project Officer-Animal Traction, Rumbek

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 National Only**), for the position of **Project Officer** to be based in Rumbek, Lakes State.

The contract for this position is Definite Contract with possibility of extension based on performance and funding.

Purpose of the Position:

The position is responsible for technical guidance and implementing animal traction development activities effectively under the IFSREH project. The PO is also responsible for implementing project activities, including developing, organising, delivering, distributing inputs, training beneficiaries and reporting. The Project Officer will be expected to update the work plan, timetables and schedules and prepare reports (Weekly, Monthly and Quarterly).

Duties and Responsibilities:

1. Project Implementation and Planning [60%]

- Providing strategic support in a wide variety of areas, including Implementation of animal traction activities, including training of ox-plough trainers, blacksmiths, community ox-plough trainers, and community animal health workers.
- Provides entire support establishment and operation of animal traction centres and blacksmith workshops in the Lakes State.
- Draws a clear implementation plan for animal traction activities with the team.
- Provides support to nursery/tree planting in animal traction centers.
- Liaise with other stakeholders, including agro-dealers and ensure linkages with farmers takes effect.
- Works together with other components in IFSREH and ensures linkages.
- Plan, organise and execute the implementation of Animal Traction related project activities in line with the project documents
- Manage the accountability for all expenditures as per the approved budgets.
- Handle Animal traction component logistics, finance and administrative aspects following NPA rules and procedures.
- Facilitate discussions and planning processes within the project/program and partners.
- Participate in the development of project proposals through the provision of technical expertise using standard formats.
- Propose implementation targets with monitoring and evaluation indicators.
- Prepare activity budgets following the donor and NPA requirements.
- Develop/adapt training materials for the training of beneficiaries
- Participate in capacity building of project staff, beneficiaries and partner organizations through suitable training activities identified and recommended after conducting the capacity assessment.
- Support the training manual design and development for different beneficiary groups.

2. Monitoring and Evaluation [10%]

- Participate in internal and external monitoring and evaluation exercises.
- Conduct regular field monitoring visits to project sites.
- Capture and share project significant change stories.
- Conduct regular field visits to IFSREH project sites located in the eight targeted counties to provide hands-on technical assistance and monitoring of project activities and implementation;
- Provide capacity-building support and mentoring to animal traction staff, including field-based staff in the eight counties and other field locations as required.
- Supervise, visit, monitor and report on the partner organisation's activities related to animal traction.
- Participate in baseline surveys and appropriate assessments and submit reports for necessary actions.

3. People Management and Supervision [10%]

- Conduct performance appraisals for Animal Traction staff to enhance employee productivity and development.
- Provide capacity-building support and mentoring to Animal Traction staff, including field-based staff in the eight counties offices and other field locations as required;
- Ensuring staff under your component participate in safeguarding training and are observing the code of conduct

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4. **Reporting [10%]**

- Provide regular internal reporting to the Team Leader/Deputy Head of Sub Office and other team members, using standardised tools and formats such as the Project Management Framework.
- Prepare and submit timely progress and technical evaluation reports (quarterly, bi-annual or otherwise specified and as per the donor requirement). This will include the collection of accurate data on project results and objectives, supported by appropriate information and analysis.

5. **External Relations [10%]**

- Meet and liaise with relevant Ministry of Agriculture and Fisheries staff, County Agriculture Coordinators, NPA consultants, the private sector, and other donors working in agriculture to ensure synergies are created and resources are leveraged;
- Delegated to attend relevant meetings, technical working groups, conferences, etc., to share knowledge, coordinate programs, and promote the IFSREH project's work 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
- 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.
- Ensure monthly activity reports and updates are shared with relevant government line ministries.

6. **Any other duties that the supervisor may request and assign from time to time.**

Required Qualifications:

Advanced Diploma in relevant field (agriculture/development studies/human sciences/business studies/agribusiness).

Experiences:

3-5 years of relevant experience. Two years of experience in relief /humanitarian work and enumeration.

Competences:

- Project management skills
- Teamwork and Interpersonal skills.
- Communication skills.
- Report writing skills.
- Analytical skills.
- Computer skills.



Additional Considerations:

- The Project Officer will abide by Norwegian People's Aid (NPA) **Code of conduct** which aims at preventing all types of misconducts which include **corruption, fraud, sexual exploitation & harassment, bullying, violence and child exploitation.**
- Also, the Project Officer will abide by NPA's **Safeguarding policy** which also aims at protecting all people from harm, preventing and responding to harm caused by sexual exploitation, abuse or harassment in and outside the workplace.

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 Women 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

Hard copy applications and CVs/Resume can also be delivered to NPA Field Rumbek Office.

Applications submitted after 12:00 noon on Tuesday 15th August 2023, will not be considered.

NB: Submitted copies of academic transcripts will NOT be returned to the applicant

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