



Norwegian People's Aid

South Sudan



Vacancy Announcement: Team Leader, Kapoeta North.

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 Programme.

The long-term objective of the Civil Society Development Programme (CSDP) is to facilitate a dynamic and vocal civil society in South Sudan. The main components of the program are: Rights of Freedom of Expression and Independent Media Project; Women's Rights Project; Land and Resource Rights Project; and Youth Rights Project.

The Rural Development (RD) programme which focuses on medium to more long-term which focuses on medium to more long-term livelihoods strengthening activities that aim to increase the resilience of conflict-affected households in South Sudan. The programme activities are implemented directly by NPA and through partnership with Local NGOs and Community Based Organizations (CBOs).

The Emergency Response Programme focuses on providing humanitarian assistance and building short-term resilience. The aim of the programme is to save lives and support post emergency transitional recovery process through: in-kind food aid; emergency recovery livelihood kits; unconditional cash assistance; and cash grants for Income Generating Activities (IGA) groups.

NPA is currently implementing Emergency intervention of Food for Asset-Pastoral, the Food for Asset Pastoral is being implemented in the counties of Terekeka, Rumbek East, Awerial, and Kapoeta North. NPA wishes to recruit a highly competent, proactive and self-driven individual (South Sudanese), for the position of **Team-Leader** to be based in Kapoeta North.

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

Purpose of the Position:

The Team Leader (TL) has the responsibility for the management of Norwegian People's Aid's (NPA) office in Kapoeta North. The position requires a dual approach where the TL is responsible for all support services (HR, administration, logistics, finance and security) in Kapoeta North Office and the quality implementation of emergency response programming in Kapoeta North and Budi Counties.

Currently NPA SS works in three programming areas i.e. Rural Development, Emergency Response and Civil Society. The implementation of NPA in Eastern Equatoria is direct funded through a multi-year funding.

The TL collaborates closely with line manager, who is the Head of Sub Office in Bor, as well as Emergency Response Programme Manager, M&E Coordinator, Emergency Response Coordinator on respective quality programming, project cycle management and partnership approach, assessments and monitoring of growth. Besides that, the TL has close working relationship with support departments in Juba and the programmes teams.

All responsibilities and reporting must be carried out in accordance with the strategic objectives of NPA as set out in the International Strategy, Country strategy, Regulation for Delegation of Authorisation and other relevant procedures and guidelines in the Quality Management System and IPD Programme Handbook, as well as approved local guidelines and regulations. The above shall be conducted in close collaboration and any deviation to the above has to be reported to Head of Sub Office Bor and approved by Emergency Response Programme Manager South Sudan.



The position is based in Kapoeta North

Duties and Responsibilities:

1.1. Project planning and designing

- Participate in data collection/assessments for use in project development and proposal writing.
- Carry out a situational analysis with the objective of developing the detailed work plan and activities to be implemented in a specific period.
- Participate in the development of a detailed work plan for the implementation of the projects.

1.2. Project planning and Activities implementation

- Plan for implementation of all project activities in consultation with the Head of Sub-office as per the project designs.
- Work with the Project Officers to develop work break down structures and detailed implementation plan for all the project activities to ensure that project activities are delivered within scope, budget and timeframe
- Oversee the day to day implementation of the projects, and be sure to coordinate and submit key deliverables
- Manage the accountability for all expenditure/ activity plans as per the approved budgets.
- Coordinate with the head of sub-office and Country office to address any arising issues in the project area about project implementations.
- Carry out regular, data collection and analysis as per the monitoring and evaluation plans
- Submit to the Logistics Officer a 3-week movement plan, in advance to facilitate timely logistical support to the Project Officers and front-line staff.
- Refer any logistical support, and procurement requirements and issues to the Logistics Officer.

1.3. Monitoring and Evaluation

- Participate in internal and external monitoring and evaluation exercises.
- Conduct a technical training needs assessment of staff, local partner, community facilitators and beneficiaries (where applicable) to improve project implementation.
- Prepare the training materials for the training needs identified and those stipulated in the project document.
- Conduct field visits to supported beneficiaries to share skills and knowledge.
- Train project staff and beneficiaries on approved project activities.

1.4 Reporting

- Provide regular and timely updates on progress and challenges to Juba based Program Coordinator, Programme Manager, Grants Manager, HoSO and other team members on as per reporting schedule.
- Develop narrative report and contribute to the development of financial reports through regular budgetary follow up.
- Track commodities (in – kind) and be sure to have adequate and accurate information for reporting
- Responsible for preparing and submitting distribution reports on a monthly basis to WFP Kapoeta field office.
- Review narrative, and activity reports compiled by the Project Officers, and other relevant staff.

1.5 External Relations

- 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.
- Participate, as delegated, in coordination meetings conducted at field level (FSL Cluster, Humanitarian Coordination meetings etc.), ensure NPA's active participation and provide feedback to HoSO after the meetings



- 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

2.1 Human Resources

- Provide leadership, advice and support to NPA staff in Kapoeta North and Budi, and ensure that the team works within NPA's principles and core values.
- Provide leadership, advice and support to project officers, cashier, driver and extension workers, and ensure that the team works within NPA's principles and core values
- Set performance targets and monitor performance
- Ensure positive staff management, including proactive staff capacity building and ensuring performance reviews are conducted
- Mentor and guide staff in project activities and capacity development
- Ensure the staff one line managers are conducting the mandatory safeguarding training

2.2 Budget Control

- Participate in reviewing monthly project expenditure ensuring correctness of the transactions for each budget line and propose changes and readjustment
- Support the Head of sub-office in providing cash forecast for financial planning, check financial expenditures to ensure funds are used in accordance to planned activities, budget and NPA policies.
- With the support of the Field Accountant (on Coding, and burn rates), review and recommend to the Head of Sub Office for authorization of payment, project activity documents
- Participate in BvA meetings to review expenditure levels and take appropriate action to redress over and under expenditures
- Review all Terms of References submitted by Project Officers, and be sure to link the activity with the budget, and GANTT chart (DIPs).
- Support Project staff in raising standard Purchase Requisitions (PRs) for related project activity purchases, and submit PRs for review by Finance, and Approval by HoSO/PMs as may be required.

2.3 Field Level Operations

- Manage day to day operational support including overseeing fuel usage, fleet management, stock and asset management and compound management at field level in consultation with logistics to support project implementation
- Line manage staff in logistics and support functions and maintain records of assets, stocks and equipment
- Coordinate with Juba office on matters related to logistics, fleet, IT support or office equipment management
- Maintain overall internal controls of NPA and ensure NPA Code of Conduct, Anti-Corruption Policy, safeguarding policy is well understood by staff in Kapoeta North office and incidents of non-compliance are being reported in time

2.4 Safety and Security

- Act as safety and security focal point for Kapoeta North office and responsible for the implementation of NPA South Sudan security guidelines and SOPs in Kapoeta North office operational area and projects sites
- Ensure that staff adheres to approved NPA Security systems, both globally and locally, and plan accordingly.
- Implement and follow NPA South Sudan security procedures, and ensure that timely reporting on security matters occurs to the appropriate channels.
- Ensure that all security equipment are in place and used as designated, and maintained regularly.
- Ensure that NPA Kapoeta North office is safe and secure. Adequate security and safety measures are in place at all times.



- Responsible for reporting to NPA CO Juba about security status on facilities. Requisitioning and putting in place appropriate material and equipment to abide to these standards.

3. Any other duties assigned by the supervisor or management

- Perform any other duties and provide support in any other projects as assigned by supervisor or management.

Desired Qualifications/Skills/Experience:

Education:

Must have:

A minimum of a Master's Degree in Social Sciences, Development Studies, Agriculture or any relevant field. Additional qualification in Project Management and financial Management, will be an added advantage.

Experience:

Must have:

- At least 5 years' experience in relief / humanitarian and developmental work

Relevant experience (at least 3 years) as a Team Leader or Manager supervising a considerable number of staffs.

Other Qualification:

- Good understanding of development and emergency response issues, in the area of food security and livelihood, civil society development and emergency and relate them to NPA's programme strategy/response plan;
- Experience of developing, maintaining and improving relationships with local governments, UN Agencies, local and international NGOs.
- Diplomacy and Confidentiality
- Computer literacy skills – MS Office applications, word, excel, PowerPoint, Spread sheets etc.
- Strong analytical skills, proven proposal writing skills.
- Good communication (written and verbal) skills in English.
- Strong interpersonal and excellent organisational skills.

Key Performance Indicators:

- Project documents in place.
- Monthly accountabilities of expenditures.
- Accurate and timely reports.
- Implementation of activities as per the project plans



Authority/ Decisions:

Reference is made to the NPA Regulation for Delegation of Authorization, Quality Management System, DHC Programme Handbook and the NPA South Sudan delegation directive.

Personal Competencies:

- Good communication-, networking- and interpersonal skills
- Ability and readiness to work under pressure and deal with difficult and complex conditions
- Ability and willingness to work and live under difficult circumstances
- Analytical, systematic and structured



- Committed to safeguarding vulnerable communities and individuals
- Strong moral values

Work Relationship.

Internal:

Project staff and all NPA Support staff

External:

- Government officials and local authorities
- Other NGOs
- Communities at the grass root level

Additional consideration:

- The TL is to abide by the policies and personal codes of conduct set by the Norwegian People's Aid (NPA) and represent the organization in a loyal and responsible manner.

NPA South Sudan is an Equal Opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.
Qualified female candidates 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

Applications submitted after 12:00 noon on Wednesday 24th May2023, will not be considered.

NB: Submitted copies of academic transcripts will NOT be returned to the applicant.
Only Shortlisted candidates will be contacted.

