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Job Advertisement

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

Job Title: Project Officer-ECHO Cash (2 post)

Location: Abyei Field Office/ Renk Field office

Reports to: ECHO Cash Project Coordinator.

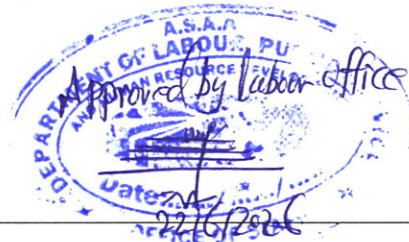
Contract Period 7 months with possibility of extension depending on performance and funding availability.

CHILD SAFEGUARDING: (select only one)

Level 3: the role holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; ore because they are responsible for implementing the police checking/vetting process staff.

ROLE PURPOSE:

Save the Children, in partnership with International Rescue Committee (IRC) and Action Against Hunger (ACF) is implementing Multipurpose Cash Assistance (MPCA) intervention programme to meet the critical humanitarian needs of flood and conflict affected populations in South Sudan by providing lifesaving multi-purpose cash assistance that is complementary to sectoral interventions and increases resilience to future shocks. The Project officer ECHO cash project is responsible for supporting the coordination of all the field teams, ensuring coherence, effective communication, and support the translation of action points according to the developed uniform implementation strategy. The Project Officer will work closely with the Consortium Program Manager and the Field Manager to coordinate the various aspects of the project. H/She will actively support the coordination of Emergency Response Mechanisms, to ensure that where appropriate the project activities are harmonized with other relevant partners that are delivering cash programmes and the Cash working group in Abeyi. The roject coordinator reports to the Technical Program Manager with matrix management reporting line to the ECHO Cash Consortium Manager but will work closely with other members of Save the children and other support functions.



SCOPE OF ROLE:

Reports directly to:	ECHO Cash Consortium Programme Manger & Administratively reports to Field Manager Abyei
Dotted Technical line to :	FSL Technical Advisor who are base in Juba
Staff reporting to this post:	Community Mobilisers
Budget Responsibilities	Yes

Role Dimension :

The Project Officer -ECHO Cash is responsible for coordinating, consolidating and ensuring smooth implementation of ECHO CVA activities in Abeyei - where targets are met on time, according to budget and donor compliance. The role holder will support the implementation of Crisis modifiers activities, including Cash distributions, as well as early recovery programmes such as providing cash intervention to a large number of IDPs / returnees. The staff will contribute to furthering a community based approach, including integrated planning, implementation and close coordination with internal (such as MEAL, Partnership and Community Mobilisation and Monitors) and external stakeholders (partners, TAs and technical working groups, State and County level government departments, local and International NGOs, UN Agencies, WFP at implementation location). The Project officer will support with keeping up to date a learning agenda, and promoting community participation in projects.

KEY AREAS OF ACCOUNTABILITY :

Project planning, implementation and coordination: Cash & Vouchers Assistance /Food Security and Livelihoods Support:

- Support field planning of ECHO Cash MPCA programme work such as Assessments, Surveys, Evaluations, and ensuring findings are documented and are linked to specific needs of Children, Adolescents and Youth.
- Participate in design of ECHO Cash MPCA response strategy/plans, Concept papers and new proposals in coordination with direct teams and partners
- Support with recruitment and project staff management in both Abyei
- Identify Project staffing needs and support HR team in rapid recruitment, induction and training of new staff and volunteers.
- Identify ECHO Cash MPCA programme logistics and supplies needs and coordinate with logistics staff to implement the procurement plan
- Contribute to accurate budget forecasting and cash requests
- Work with finance and other teams to ensure appropriate modality of Cash transfer and an accountable cash transfer mechanism is in place.
- Working closely with the Consortium Programme Manager, FSL Advisor and MEAL team to put in place MEAL plan
- Feedback/Complaints and Accountability Mechanisms systems. ·
- Facilitate field teams and partners to rollout program initiatives and collaboration with other partners that are implementing cash programming at fird level.·
- Coordinate and collaborate with field technical teams in promoting integration and mainstreaming of Child Protection, Education, WASH, Shelter and NFI.
- Ensure proper coordination within the project teams and other support teams (Logistics, Human Resources, Finance, etc.).
- Lead on the management of project activities, alongside the relevant field Managers in order to meet the

project objectives within budget and allotted time frame.

- Ensure the adoption and implementation of CCD and CWG strategy in collaboration with food safety and livelihood, protection and nutrition in the program locations
- Ensure and coordinate accurate and timely reporting from the field, of activities according to applicable timeframes and formats.
- Support Cash program budget preparations, reviews planning, and monitoring as required by the Consortium Program Manager.
- Ensure compliance and adherence to SC Programme policies, tools and handbooks. Ensure activities are carried out in accordance with agreed consortium standards and timelines, as well as the Sphere Minimum Standards, SCI specific standards and Humanitarian Charter in disaster response.
- Support the development of program and project improvement plans to ensure effective and timely implementation of the project
- Ensures the delivery of a multipurpose cash programme with demonstrable impact and is responsible for ensuring that the Program meets overall Program quality and learning standards at implementation level
- Ensure effective and efficient management and is accountable for Program budget including responding to Field/Area level management and variance reports.
- Ensure that ECHO Cash Consortium MPCA programs are following donor contractual obligations and that all reporting is of good quality and is done in a timely manner in

Emergency Preparedness, Coordination and Response:

- Support to the scale up of new or ongoing response activities.
- Coordination of and delivery of agreed plans or strategies, ensuring execution, continual review and updating of the Emergency Preparedness and Contingency Plans in collaboration with PM and HoP.
- Contribute to building staff consensus on the EPP and associated work plans as an ongoing and integrated part of the response office work as maybe required.
- Contribute to monitoring and analysis of early warning indicators and set up of an early warning system in the greater operational areas of concern in coordination with relevant sector leads.
- Work with the Programmes team to monitor humanitarian trends and evolving scenarios in the operational areas of concern
- Ensure the ongoing monitoring and assessment of affected population and communities across the areas of concern in close coordination with relevant government and partners
- Share timely updates on the ongoing contextual changes and humanitarian situation of affected communities with the ECHO Cash Consortium Program Manager and Head of Humanitarian Response

Capacity Building and Partner Support

- Identify FSL learning and training opportunities for SC and partners staff and work as a mentor and role model for less experienced staff.
- Provide on the job coaching and support to partner teams involved in CVA Projects.
- Develop and maintain linkages and networks (internal and external) to SC to capture learning, sharing and dissemination opportunities.

Project Management

- Ensure timely activity implementation according to plan and routine monitoring against agreed indicators, (2) high quality progress and final reports for external and internal use and (3) strong budget oversight: monthly forecasting and spending according to plan; quarterly revisions, as needed; budget (spending) reporting Management and budget holder of cross-sector emergency response projects, e.g. Multi-Purpose Cash Assistance (MPCA), FSL/NFIs including support and follow up for implementing partners, ensuring SOPs are followed by partners, ensuring adequate risk mitigation measures are in place and minimum programme standards are followed.
- Coordination with other actors on implementation of rapid response activities to ensure complementarity,

harmonization and prevention of geographic overlap

- Work with other agencies to ensure harmonisation as far as possible with CTP approaches, and incorporate best practices and experience from others actors in SCI's programming.
- Support the relevant technical sector leads with roll-out of market and vendor assessment tools, providing analysis where possible to inform modality decisions Ensure ongoing review of programme activities and documentation of learning feed into project design, develop best practices and are shared with relevant working groups at area level
- Provide inputs to donor or internal reporting as required · Any other tasks as may be determined by the role holder line manager.

Capacity building

- Identify knowledge gaps and training needs of the project teams and inform the Consortium Manager for training capacity building opportunities for programme staff.
- Support training and awareness raising activities for field operations and programme staff at field level regarding Cash and Voucher Assistance priorities and quality standards.

Monitoring, evaluation and reporting

- Support in developing and implementing the project monitoring and evaluation plan, and timely submission of reports and other document requirements
- With support of the MEAL team, facilitate any relevant project assessments and evaluation, including planning and organization of PDM, etc.
- Actively participate in regular project reviews and facilitation of both internal and external evaluation missions.
- Provide feedback on project implementation modality at field level and assist in achieving maximum efficiency in project delivery.
- Support the Project Manager in preparation of monthly and quarterly project reports using donor or SCI approved reporting templates.
- With support from MEAL team, develop and maintain an up to date project base data for all level of support provided by the project.
- Ensuring that quality elements are imbedded in project delivery. Provide advice on any corrective action necessary.

BEHAVIOURS (Values in Practice)

Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks.

Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS

- Must have a Bachelor's degree / Diploma in Agriculture Agribusiness, and rural development, Microfinance and business administration.
- Evidence of 3-5 years' experience in Cash Voucher Assistance Programming, Rural Financial inclusion approaches (VSLAs, MFI, Cooperatives) and Market Systems programming in the context of south Sudan, with reputable INGOs/National NGOs.

EXPERIENCE AND SKILLS**Essential**

- In depth understanding of project cycle management, with particular experience in participatory planning, implementation and results based monitoring of project activities.
- Motivated self-starter, able to carry out work independently but also coordinate effectively as part of a team;
- Proven skills on managing changes, achieving results, ensuring quality, team building and capacity building.
- Ability and willingness to work under pressure as part of a professional team.
- Excellent interpersonal skills, including cultural sensitivity, assertiveness and negotiating skills.
- Demonstrated planning and organizational skills;
- Good spoken and written fluency in English and computer literacy (MS Office and email/internet);
- Excellent report writing skills
- Familiar with local context in the proposed location and can effectively navigate challenges in this location.

Desirable

- Experience in implementing integrated CVA and Food Security Livelihoods programme in Abyei and South Sudan fragile context
- Knowledge and Experience in working with Financial Service Providers, Local traders engaged in Voucher programme.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

- Excellent interpersonal skills and can work as part of a team.

Female candidates are highly encouraged to apply

The Organisation

We employ approximately 25,000 people across the globe and work on the ground in over 100 countries to help children affected by crises, or those that need better healthcare, education and child protection. We also campaign and advocate at the highest levels to realise the right of children and to ensure their voices are heard.

We are working towards three breakthroughs in how the world treats children by 2030:

- No child dies from preventable causes before their 5th birthday
- All children learn from a quality basic education and that,
- Violence against children is no longer tolerated

We know that great people make a great organization, and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive environment where ambition, creativity, and integrity are highly valued.

Application Information:

Please attach a copy of your CV and cover letter with your application, and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at (SCI Career Site Careers (oraclecloud.com))

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

In case you face any difficulty to access the link, please come to Save the Children International head office Juba Hai Malakal or SCI Field Offices for HR support

Deadline for submitting applications: 3rd July, 2026.

Cc: MoJobadvert@gmail.com (National Ministry of labour email Address Juba)

