



About

Hold the Child is a National Nongovernmental organization that works alongside vulnerable children in disaster affected and under developed communities. We are registered the under the 2016 NGO Act. Our Mission is to strengthen the resilience and capacity of families and communities to meet their obligations to the child through community centered child survival and development initiatives. In partnership with UN agencies, International Organisation and Diplomatic community our work since 2011 reached communities across 7 out of 10 states and 3 Administrative areas with

- Access to essential services including Health & Nutrition, Education, Protection
- Youth and Women Empowerment including Vocational and Business training
- Expression & Participation (Voice) including child led radio programing, Human rights monitoring among other advocacy efforts

Vacancy Announcements

Job Title:	SCOPE Project Officer
Duty Station:	Bor and Field Locations
Duration:	7 months
Application Deadline:	10 th March 2024

Job Summary

WFP's SCOPE data processing project will digitalize in-kind and cash assistance for WFP targeted food insecure households. Working under the guidance of the project manager, and Information Management Officer, the Project officer will provide oversight support to scheduled Hold the Child registration teams traversing WFP target counties of Jonglei.

Duties & Accountabilities

Result 1: Leadership and Coordination (30%)

- Promote organization mission and values at all level and adhere to the UN (Humanitarian) code of conduct; mindful of Hold the Child policies and standard operation procedures (SOPs).
- Promote cooperation of Hold the Child with communities and partners with whom we work, local authorities, local government and foster advocacy for improved and sustainable welfare for children and vulnerable person of concern.
- Represent Hold the Child at relevant meetings with WFP partner and sub-offices and promote a healthy work relationship with all stakeholders.
- Provide guidance, supervision, on-job coaching and leadership to cultivate an objective and results driven field team.
- Work under the guidance of the Project Manager, to ensure consistence of action and progress tracking of approved area operational improvement plans

Result 2: Quality Project Performance and Stewardship (50%)

- Lead field deployment planning processes for the implementation of SCOPE data processing activities focusing on most vulnerable population groups.

- Work with WFP IPs (CPs) and community and local stakeholders to ensure compliance to standard beneficiary targeting, alongside existing referral pathways to ensure complementary support to the vulnerable where available.
- Provide technical and operational oversight to field teams on beneficiary handling, stakeholder engagement
- Ensure timely requisition and follow up and coordinate procurement processes, logistics and reconciliation of monthly activities expenses; vibrant field operations and safety of all organizational and WFP loaned assets.
- Ensure availability of job aids, tools and essential supplies for timely activity delivery and effective personnel performance.

Result 3: Administrative Compliance and Reporting (20%)

- Ensure timely availability of reporting tools and assets, and are effectively used by concerned staff.
- Support field teams alongside the Information Management Officer in the compilation and timely submission of weekly, monthly reports and projects/program updates.
- Report regularly on monthly and quarterly basis to the respective Donors through the standardized/prescribed project reporting formats.
- Support the compilation of protection monitoring, assessment reports and document case studies, best practices and lessons learned from each of the activity.
- Conduct any other operational support assignments as would be determined by the Project manager on an ongoing basis.
- Ensure compliance to the Hold the Child's adopted Complaint, Referral, Tracking, and Feedback, Mechanism (CRTFM) across all project supported activities
- Adhere to codes of conduct in all activities (e.g., UN Code of Conduct for the prevention of sexual exploitation and abuse and Hold the Child, Child Protection Policy), needs of vulnerable people, violations of human rights, child rights and women's rights (i.e., international conventions), and reporting mechanisms.

Requirements

Required

- Bachelor's degree in food security, social work, public health, and human rights related fields
- At least 3 years in related positions preferably in Jonglei state
- Skills and experiences of remote management and willingness to travel counties of Jonglei
- Flexible, diplomatic and have ability and willingness to live and work under pressure of workloads
- Fluent in English in every way, and Juba Arabic (spoken)

Desirable

- Good writing and communication skills (oral and written English)
- Experience in coordination roles, providing support to partners and at county and state levels
- Demonstrate abilities to operate effectively in highly complex organisational context
- Demonstrable skills in Computer (MS Office skills – experienced user of Word, Excel, Powerpoint)
- Self-motivated and capable of proactive problem-solving when presented with a problem or issues
- Transparent, patient, adaptable, and able to work with little infrastructure which includes transport limitations; and culturally sensitive



How to Apply

Interested candidates who meet the above conditions should forward bring their applications and CVs to info@holdthechild.ngo or by hand delivery of hard copies to Hold the Child respective offices near you by 10th March 2024.

Female application a highly encouraged

Please note that only shortlisted applicants will be contacted. Do not submit original documents

