



TOR – SHELTER and NFI /CBI OFFICER (Mobile)

Position: **Shelter and NFI/ CBI Officer – Mobile (75%)**
 Opening date: **11th August 2020**
 Closing Date: **28th August 2020**
 Supervisor: **Senior SNFI officer**
 Duty Station: **Juba**
 Duration: **6 Months with possibility of extension**



Background ACTED

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Our interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context. Our 3,300 staff are committed in responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

JOB PURPOSE

The Shelter and Non Food Items/Cash Based Intervention Officer is responsible for the implementation of S/NFI and cash based programming in ACTED Mobile SNFI team and the responsibilities include, participating in developing the work plans, organizing and coordinating with ACTED financial service providers or vendors during cash transfer and distribution to beneficiaries, lead post distribution monitoring, markets and traders' assessment, training/orientation of beneficiaries and reporting. All responsibilities and reporting have to be carried out in accordance with ACTED policies and the delegation of authority.

Shelter and NFI/Cash Based Intervention (SNFI/CBI) officer co-leads and prepares written materials such as, but not limited to needs analysis reports, rapid assessment reports, market survey analysis reports and distribution reports. He/She contributes to the effective and timely completion of S/NFI and CBIs activities, delivery of quality outputs and achievement with maximum impact for beneficiaries. She/he reports directly to the senior S/NFI officer and works closely with the CCCM, WASH, Protection mobile field teams.

CHAIN OF COMMAND

Under the authority of:

- CCCM Project Manager
- Senior S/NFI Officer

Line Management:

- S/NFI Assistant
- S/NFI Monitor

WORKING RELATIONS

Internal:

- Senior CCCM Officers
- Senior Protection Officer
- Senior WASH Officer
- S/NFI Officer
- CCCM Officers
- Protection Officers
- S/NFI Assistant
- S/NFI Monitor
- FLATS Area and Country Teams
- AMEU department



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	<p><u>External:</u></p> <ul style="list-style-type: none">- Beneficiaries- Donors related to the project- Relevant national and local stakeholders- National and international partner organizations- Suppliers/ service providers / sub-contractors- SNFI Cluster state and national level
<p>OBJECTIVES To support in the implementation of S/NFI and CBI activities in a timely and professional manner, according to objectives, goals and indicators and in line with donor requirements and based on beneficiary needs.</p>	
<p>Duties /responsibilities</p> <p>Project Implementation Follow-Up</p> <ul style="list-style-type: none">○ Prepares the work plan and time schedule for implementing the S/NFI and CBI activities and shares with the senior SNFI officer.○ Coordinate and implement day to day S/NFI activities with the stakeholders in the field ensuring that technical quality and standards are considered and respected during the project implementation.○ Facilitate discussions and planning processes within project/program.○ Propose implementation targets with monitoring and evaluation indicators○ Participate in the project coordination meetings with the whole team○ Ensure best practice and lessons learnt are documented and applied where necessary.○ Contribute to monthly reporting on all projects covering S/NFI mobile responses○ Joins partners during joint mission assessments or IRNA assessments in any location of alert○ Hires loaders, off loaders, causals and enumerators in the field during needs assessment and respond times.○ Provide regular reports, using the cluster and ACTED appropriate tools○ Prepares and submit timely weekly and monthly activity work plan. <p>Train Project Staff and Project Beneficiaries.</p> <ul style="list-style-type: none">○ Participate in capacity building of project staff and beneficiaries through suitable training activities identified and recommended after conducting the capacity assessment.○ Support in training manual designing and development for different groups.○ Conduct training of CLC, Vendors or service providers and beneficiaries on CVA tools mostly on the proper usage of the voucher. <p>Monitoring and Evaluation.</p>	



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- Conduct regular Markets assessments in various locations of the operation
- Conduct Post distribution monitoring and beneficiary satisfaction surveys.
- Conducts markets, traders and price monitoring
- Participate in baseline surveys, other appropriate assessments and submit reports for necessary actions.
- Develop services and beneficiaries check lists

Finance:

- Forecast monthly cash requirements for SNFI or CBI activities and submit to senior S/NFI officer before submission to FLATS and Project Manager.
- Prepares all financial and logistical documents for accountability after project activities implementation.

Logistics:

- Contribute to the development of procurement plans
- Send accurate and precise order forms in a timely manner
- Ensures a proper management and use of the project assets and stocks
- Plan SNFI mobile team movement based on the available fleet and applicable policies with direct consultation from the Senior SNFI officer.

Transparency

- Keep record of all S/NFI and CBI activities documents, in particular beneficiary list, distribution list, need analysis reports, market assessments reports, vendors list etc.

External Relations

- Undertake communication and liaison activities to actively consult and involve beneficiaries, key informants, actors, partners and stakeholders in all stages of the project design and implementation.
- Cultivate good relations with the key humanitarian actors
- Ensure that all times contact with the beneficiaries is conducted in a sensitive and respectful manner
- Identify opportunities to collaborate and coordinate efforts with the other organizations to ensure our activities buildup on rather than replicate the work of others.

Desired Qualifications/Experiences/Skills

- Bachelor's degree or its equivalent in Business Administration, SWASA, Community and Development Studies, Economics, Civil Engineering and /or related field.
- Proven Experience in humanitarian work activities department of at least two to three (2-3)



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years of practical experience in implementation and monitoring of cash based interventions, shelter and NFIs responds in hard to reach areas of South Sudan.

- At least have worked with an INGO in the similar position and has ability to attend the OCWG when asked.
- Detailed understanding of cash based intervention guidelines and standards.
- Practical experience in conducting markets and trader's assessments.
- Good understanding of community mobilization and participatory methods.
- Proven training and facilitation skills
- With basic Knowledge on bill of quantities (BOQ) development and structural sketching
- Strong problem solving, analytical, reporting and communication skills
- Demonstrate ability to multi-task, prioritize and process information into action
- Ability to work with Microsoft word, Excel, Power point, Outlook and Skype App
- Fluency in English (oral and written), knowledge in Arabic language is an asset
- Ability to stay in harsh and unconducive environment of hard to reach areas for long period of time (75% away from home).

Additional Preferred Qualifications

- Previous management of financial budget and handling of cash in remote field locations
- Experience in mobile responses (can be from other sectors).
- Previous experience in S/NFIs CBI and/or CCCM.

KEY PERFORMANCE INDICATORS

- % of S/NFI milestones completed on time as per the original plan
- # of S/NFI activities completed in time without the need for a Non-Cost Extension
- % of contractual S/NFI performance indicators achieved
- # of conditional CVI interventions conducted
- # of cash for shelter assistance provided
- Records and documents (beneficiary lists, donation certificates, payment sheets reports, Need Analysis reports, market surveys reports, vendors list etc. available for all S/NFI and CBI activities
- Positive monitoring and evaluation reports for S/NFI and CBI activities
- # of complaints received and responded to related to SNFI activities.

How to apply:

Please hand in a CV and cover letter Detailing your experience and skills that match this position to ACTED main office in Hai- cinema behind concord hotel not later the 28th August 2020 by 5: 30 pm **OR** email:

Equatoria.admin@acted.org. **DO NOT USE BOTH EMAIL AND HAND DELIVERY, YOUR APPLICATION WILL NOT BE CONSIDERED**

Applications will not be returned so apply using your document copies. Only shortlisted candidates will be notified. Also indicate the post you are applying for clearly on you envelop.

