



ACTED

Terms of Reference Mobile SNFI Senior Officer

Position: **Shelter and NFI Officer (Mobile) (1)**

Department: Emergency Response Unit (ERU)

Contract duration: 5 months.

Location: **Mobile (based in Juba)**

Opening date: 25/10/ 2022

Closing Date: 11/11/2022

SB-H-3
Approved by Senior Inspector
MOLRSIJI
25/10/2022



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 Senior S/NFI Officer will work alongside the Emergency Response Unit (ERU) teams, supporting the implementation of the Roving and Emergency Mobile CCCM interventions across South Sudan. The Senior officer will co-lead and support the implementation of the shelter/Non-food Items (S/NFI) mobile project activities, with key roles including: preparation of needs analysis reports, rapid assessment reports and distribution reports, requesting needed items from SNFI Cluster through SNFI pipeline. They will contribute to the effective and timely completion of S/NFI activities, delivery of quality outputs and achievement with maximum impact for beneficiaries. They will also act as the main liaison with humanitarian partners and agencies, sub-national Clusters, Local Authorities and other key stakeholders to facilitate effective coordination and to inform the humanitarian response.

CHAIN OF COMMAND

Under the authority of:

- Emergency Response Project Manager
- Emergency Coordinator

Senior to:

- CCCM Officers
- CCCM Assistants
- CCCM Monitors

WORKING RELATIONS

Internal:

- ERU Teams (CCCM, WASH, S/NFI, Protection)
- FLATS Teams (Finance, Logistics, Admin & HR, Security, Transparency and Compliance)
- AMEU
- PD
- Coordination

External:

- Beneficiaries
- RRC representatives/offices at the various intervention location.
- Local Authorities at the grassroots, County and State levels.
- Humanitarian partners and UN agencies operating in



the sites and settlements.
- Sector Clusters through Coordination Forums.

OBJECTIVES

To support in the implementation of S/NFI activities in a timely and professional manner, according to objectives, goals and indicators and in line with donor requirements and based on beneficiary needs.

DUTIES AND RESPONSIBILITIES

1. Project Planning

- a) Support the development of overall project implementation work plan with support from the Emergency Response project manager;
- b) Support the design and consolidation of S/NFI activity documentation and materials.

2. Project Implementation:

- a) Supports the preparation of the work plan and time schedule for implementing the S/NFI activities;
- b) 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;
- c) Participate in the project coordination meetings with the whole team;
- c) Ensure best practice and lessons learnt are documented and applied where necessary;
- d) Contribute to monthly reporting on all projects covering S/NFI mobile responses;
- e) Joins partners during joint mission assessments or IRNA assessments in any location of alert
- f) Hires loaders, off loaders, causals and enumerators in the field during needs assessment and respond times
- g) Provide regular reports, using the cluster and ACTED appropriate tools

3. Administration and Operational Management of Project Implementation

3.1. Finance

- a) Support the Emergency Response Project Manager/Emergency Coordinator in the review of S/NFI-related project expenses and forecasting;
- b) Lead on cash requests and support cash advance tracking and follow-up;
- c) Prepares all financial and logistical documents for accountability after field project activities implementation.

3.2. Logistics

- a) Contribute to the development of Procurement plans when requested;
- b) Develop accurate order forms and Bill of Quantities for S/NFI activities in a timely manner;
- c) Ensure all relevant procurement steps are followed as of ACTED internal policies;
- d) Contribute to quality checks and procurement committees (if any) to finalise suppliers' selection according to applicable scenario;
- e) Confirm quality of material selection if and when applicable;
- f) Ensure a proper management and use of the project assets and stocks.

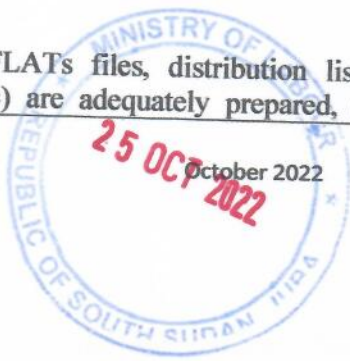
3.3. Administration/HR

- a) Line management of S/NFI Officers;
- b) Ensure that project staff understand and are able to perform their roles and responsibilities
- c) Follow-up the work plans and day-to-day activities of the project staff;
- d) Ensure a positive working environment and good team dynamics;
- e) Identification of capacity-building needs and opportunities of S/NFI teams, in coordination with line manager/HR Department.

3.4. Transparency and Compliance

- a) Ensure project records and documents (FLATs files, distribution lists, beneficiary list, donation certificates, attendance sheets etc) are adequately prepared, compiled and filed

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according to ACTED procedures;

- b) Ensure staff awareness of, and respect of, ACTED's code of conduct and FLAT's procedures.

3.5. Security

- a) Responsible for ensuring all movement of S/NFI teams to IDP sites is approved by the security focal point and informed to Emergency Response Project Manager/Emergency Coordinator;
- b) Responsible for ensuring all S/NFI mobile team members are briefed on all relevant security rules, procedures, and updates by the security focal point;
- c) In cooperation with the relevant Security Department, monitor the local security situation and inform the Country Director or Area Coordinator and Country Security Officer of developments;
- d) Timely reporting of security and safety incidents and risks to the Emergency Coordinator / security focal point.

4. External Relations

- a) 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;
- b) Work closely with S/NFI Cluster and follow all relevant procedures in response WASH items through the pipeline system;
- c) 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;
- d) Ensure that at all times contact with beneficiaries is conducted in a sensitive and respectful manner;
- e) Where relevant, work closely with partners on project updates, site visits and other communication;
- f) Identify opportunities to collaborate and coordinate efforts with other organizations to ensure our activities build upon - rather than replicate - the work of others.

5. Quality Control

- a) Assess the activities undertaken and ensure efficient use of resources;
- b) Ensure lessons learned are documented, shared and reflected in project planning and decision making;
- c) Advise on, and assist with, project reviews conducted by AMEU;
- d) Ensure quality control, analysis of added-value and impact, identification and capitalization on best practices and lessons learnt and provide relevant feedback for new project development;

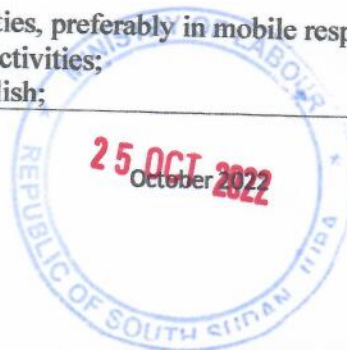
6. Reporting

- a) Provide regular and timely updates on progress and challenges to supervisors and other team members;
- b) Prepare and share weekly updates regarding the implementation;
- c) Draft (internal) narrative reports and share with project manager on timely manner;
- d) Contribute to drafting of (external) project progress reports, ensuring the quality and accuracy of technical information provided.

Qualifications/Experiences/Skills:

- o At least 3 years of experience in implementing S/NFI activities, preferably in mobile responses;
- o Technical expertise and knowledge in implementing CVA activities;
- o Proficiency in verbal and /or written communication in English;

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- Strong problem solving analytical, reporting and communication skills;
- Demonstrated ability to multi-task, prioritize and process information into action;
- Willingness to spend 4-12 weeks in an area of intervention;
- Willingness to take up a position post and residence in a fragile context;
- Knowledge of logistics / financial procedures;
- Ability to work independently and as part of a team, with strong interpersonal and communication skills is required;
- Ability to work with Microsoft Word, Excel, Power Point and Outlook;
- Ability to work with a diverse community.

KEY PERFORMANCE INDICATORS

- Number of emergency interventions conducted with integrated SNFI, WASH and Protection components;
- % of milestones completed on time as per the original Work plan
- % of contractual performance indicators achieved
- Project records and documents (beneficiaries list, attendance sheets, payment sheets) are available for all projects
- Positive monitoring and evaluation reports (internal and external)

Application Procedure:

Qualified national persons with the required skills are invited to submit their applications accompanied by detailed curriculum vitae and cover letter as a single document i.e. with the cover letter being on the first page and the CV starting on the second page, detailing three work related referees and contacts to john.kibo@acted.org and sokiri.jackson@acted.org before 4:30PM on 11th November, 2022 with the subject line “Shelter and NFI Officer (Mobile)”. Alternatively, you can submit hard copy of your applications in English, together with copies of updated CV, cover letter, academic documents, National ID card and three references with their contacts to ACTED Country Office at Hai Cinema, Plot No. 64, Juba located behind Concord Hotel.

This position is opened to South Sudanese Nationals only: Female candidates are encouraged to apply.

