

Approved




JOB DESCRIPTION

Position	Food security and livelihood project Officer	Starting Date	15/02/2024
Reference of the offer		Publication Date	15/01/2023
Location	Torit	Type of contract	FIXED TERM
Duration	6Months	Security Level	MEDIUM

About ACTED

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 4,800 national staff, 450 international staff, ACTED is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on www.acted.org

In South Sudan ACTED intervenes 2007 in the following areas: Greater Bahr El Ghazal, Greater Upper Nile and Greater Equatoria regions on following issues: Food security & Livelihoods, WASH, CCCM, Shelter/NFI, Infrastructure, DRR and Climate Change.

Context of the position and key challenges

To ensure the project is implemented in a timely and professional manner, according to objectives, goals, and indicators, in line with donor requirements, and based on beneficiary needs.

Key roles and responsibilities

Functions

DUTIES AND RESPONSIBILITIES

1.1. Project Planning

- I. Develop overall project implementation work plan with support from the Project Manager
- II. Support the project manager in organizing project kick-off and close-out meetings whenever needed.
- III. Lead the Food security and livelihood project activities.

1.2. Project Implementation follow up.

- I. Oversee and manage the implementation of the FSL project Component ensuring technical quality and standards are considered and respected throughout project implementation, in close collaboration with Acted's implementing partner.
- II. Improve access to livelihoods opportunities for youths and women among the displaced populations and host communities.
- III. Support income-generating activities initiated by women groups as women economic empowerment.
- IV. Take lead in Supporting VSLAs through trainings and provision of necessary materials.
- V. Take lead in giving In-kind support with seeds for farming groups.
- VI. Provide extension services to the farmers groups through training on the best agronomic practices to enhance their production capacities.
- VII. Support youths in accessing Information and Communication Technology (ICT) literacy training programmes, entrepreneurship opportunities and access to online jobs.
- VIII. Take lead in Supporting income-generating initiatives initiated by women-led groups at risk of GBV.
- IX. Ensure that the project is implemented under relevant Acted technical guidelines and standards.
- X. Anticipate and mitigate risks and trouble-shoot any unforeseen challenges during the project implementation.
- XI. Ensure gender principles of inclusive participation in distribution committees are encouraged and supported, while distribution activities are organized through age, gender, and diversity lens.



- XII. Support in community liaison and coordination with the local authorities in the absence of the project manager
- XIII. Attend food security and economic empowerment coordination and cluster meetings.
- XIV. Perform other duties as may be assigned.

2. Administration and Operational Management of Project Implementation**2.1. Finance**

- I. Provide accurate budget forecasts with BOQs monthly.
- II. Raise activities cash request timely.

2.2. Logistics

- I. Send accurate and precise order forms promptly and follow up.
- II. Ensure all relevant procurement steps are followed as per acted internal policies.
- III. Confirm quality of material selection when applicable
- IV. Ensure proper management and use of the project assets and stocks.

2.3. Administration/HR

- I. Participate in the recruitment of project staff if any (development of organograms, ToRs, elaborating the tests and reviewing them, interviews)
- II. Ensure a positive working environment and good team dynamics.
- III. Ensure capacity building among staff in relevant sectors and with implementing partners.
- IV. Ensure filling monthly TimeSheet.

2.4. Transparency

- I. Ensure project records and documents (Flat files, beneficiary list, donation certificates, attendance sheets, etc) are adequately prepared, compiled, and filed according to acted procedures.
- II. Ensure staff awareness of, and respect of, acted's code of conduct and FLATS procedures.

2.5. Security

- I. Ensure that each member of the project team is aware of security issues, policies, and SOPs and they follow them accordingly.
- II. In cooperation with the relevant Security Department, monitor the local security situation and inform the Project Manager of developments through regular written reports.
- III. Contribute to the updating of the security guidelines in the project area of intervention.

2.6. External Relations

- I. 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.
- II. Work closely with FSL partners in areas of intervention, including economic empowerment coordination forums, (sub)clusters, and working groups.
- III. 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.
- IV. Ensure that always contact with beneficiaries is conducted in a sensitive and respectful manner.
- V. Where relevant, liaise with donors and work closely with partners on project updates, site visits, and other communication.
- VI. Identify opportunities to collaborate and coordinate efforts with other organizations to ensure our activities build upon - rather than replicate - the work of others.

2.7. Quality Control

- I. Assess the activities undertaken and ensure efficient use of resources.
- II. Ensure that FSL guiding principles are promoted and respected by all team members and other stakeholders involved in the project.
- III. Ensure lessons learned are documented, shared, and reflected in project planning and decision making.
- IV. Advice on, and assist with, project reviews conducted by MEAL Unit.
- V. Ensure quality control, analysis of added value and impact, identification and capitalization on best practices and lessons learned, and provide relevant feedback for new project development.
- VI. Ensure good coordination with the FSL Technical Coordinator for the review of FSL technical tools, methodologies, pieces of training, SOPs, curriculums of activities, and any other relevant documentation as needed/required.



- VII. Identify and analyze gaps, acted's added value, synergies, and opportunities in the areas the project(s) is/are implemented and pass relevant information to the N+1.

2.8. Reporting

- I. Provide regular and timely updates on progress and challenges to the supervisors and other team members.
- II. Prepare and share weekly updates regarding the implementation.
- III. Draft (internal) narrative reports and share them with the project manager promptly.
- I. Contribute to drafting of (external) project progress reports, ensuring the quality and accuracy of technical information provided.

Required qualifications and technical expertise

- Experience in EES context in critical and knowledge of local dialects is mandatory.
- Minimum university degree in Agriculture, Rural Development, Agriculture Economics and Agribusiness Study or other related field to agriculture.
- At least 4 years of experience in Food Security and Livelihoods Sector activities and/or community development.
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Conditions

- Experience in partnership building and coordination with donors, NGOs, and local community organizations.
- Demonstrated supervision skills.
- Perfect verbal and /or written communication.
- Demonstrated strong analytical, managerial, leadership, communications, and interpersonal skills.
- Ability to work well under pressure.
- Willingness to take up a position and stay in a fragile context.
- Ability to work independently and as part of a team, with strong interpersonal and intrapersonal skills is required.
- Ability to work with Microsoft Word, Excel, PowerPoint, and Outlook.
- Ability to work with a diverse community.

How to apply

Applications must be submitted in [English], attached with a CV, a cover letter and three references.

Please Interested candidate should submit a copy of their C.V and cover letter detailing how their experiences, knowledge, attitude, and skills match this position.

Applications must be submitted not later than on the 30th Jan. 2024 at 4.30PM, by email to;

khamisa.rose@acted.org and CC martin.andi@acted.org

Hand delivery at ACTED TORIT FIELD OFFICE – at INKAS RESIDENTIAL AREA A LONG UNMISS ROAD

Please specify the position you are applying for on the application letter, Application without clear specification of the job title will be regarded as invalid.

The application forms will not be returned to applicants so apply using document copies, and only shortlisted candidates will be notified.

For any further information, please contact ACTED [Zamora.omoniy@acted.org] mentioning the reference offer.

