



**Norwegian People's Aid**  
South Sudan

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### **Advertisement For Project Officer, Based In Pochalla**

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan.

NPA has worked in South Sudan since 1986 and currently runs three programmes: Civil Society Development, Rural Development, and Emergency Response.

NPA is currently implementing Emergency intervention of General Food Distribution (GFD), Blanket Supplementary Feeding Program (BSFP), School Feeding Programme (SFP) and emergency livelihood kits such as agricultural inputs, income generating activities (IGAs) and Cash Grants and wishes to recruit a highly competent, proactive and self-driven individual (South Sudanese), for the position of **Project Officer** based in Pochalla.

The contract for this position is Definite Contract with possibility of extension based on funding and satisfactory performance.

#### **Purpose of the Position:**

The Project Officer will contribute towards successful delivery of WFP and NMFA Projects currently running in Pochalla County. The Project Officer will implement all project activities in Pochalla County of Jonglei State, under the overall supervision of the Area Team Leader. Specifically, he/she shall implement NPA/WFP General Food Distribution (GFD), Blanket Supplementary Feeding Programme (BSFP), School Feeding Programme (SFP), Norwegian Ministry of Foreign Affairs (NMFA)-funded Agriculture, Disaster Risk Reduction and Income Generating Activities (IGA) components. The position holder is responsible for County-level implementation of Food Assistance, Agriculture, IGA and Disaster Risk Reduction (DRR). Reporting to the Team Leader, the Project Officer shall have direct responsibility of supervising Project Assistants, Storekeepers, Community-Based Extension Workers (CBEWs) and Community Facilitators, overseeing overall project implementation at the County level. The responsibilities include, participating in developing the work plans, organizing delivery and distribution of inputs, training of beneficiaries and reporting.

#### **Duties and Responsibilities:**

- Take lead in monthly planning and implementation of activities at the County level.
- Facilitate the formation of working groups and builds the capacity of the participants through trainings, needs identification and provision of relevant working tools.
- Ensure that Project Assistants and Community-Based Extension Workers keep up to date data on the achievement of project outputs.
- Lead in community mobilization, beneficiary selection, registration/verification and distribution of food and agricultural inputs such as seeds and tools.
- Facilitate discussions and planning processes within project/programme and partners.
- Take lead in facilitating the formation and training of project management committees (PMC), to support project implementation and ensure accountability to affected populations.



- Train Project Assistants, Community-Based Extension Workers (CBEWs), Community, Facilitators, Community-Managed Disaster Risk Reduction (CMDRR) Committee, and Community-Based Beneficiary Selection Committees.
- Engage with NPA/WFP stakeholders at the County level and foster mutually beneficial working relationship for the realization of project objectives.
- Conduct technical trainings to Vegetable Groups as well as individual farmers on environmentally friendly agriculture and on-farm and off-farm agronomic practices.
- Lead the development of contingency plans on hazards and disasters in the county in collaboration with community-based disaster preparedness committee and local authorities.
- Organize and train Income Generating Activities (IGA) Group on business skills, finance management, record keeping, loan management and entrepreneurship.
- Represent NPA at county level during any relevant coordination meetings and share the outcomes of such meetings with the Area Team Leader.
- Prepare monthly reports and food requests and ensures that food delivery documents are submitted timely.
- Work with the Storekeeper to ensure that all items in the warehouses are accounted for and in good condition by keeping accurate stock records
- Supervises monthly food distribution, ensuring that entitlement posters are displayed at distribution sites, and complaints are recorded and handled.
- In collaboration with the M&E Officer, carry out Post-Distribution monitoring (PDM) and Human-Interest Success Stories and share the results with the Team Leader.
- Propose implementation targets with monitoring and evaluation indicators.
- Preparation of project budgets in accordance with the donor and NPA requirements.
- Support the training manual designing and development for different beneficiary groups.
- Participate in baseline surveys, appropriate assessments and submit reports for necessary actions.
- Carries out needs' assessment, project evaluations in liaison with the other stakeholders.
- Provide regular internal reporting, using standardized tools and formats such as the Project Management Framework.
- Prepare and submits timely progress and technical evaluation reports (weekly report, distribution report, monthly report, quarterly, bi-annual or otherwise specified and as per the donor requirement).
- **Any other duties that may be required and assigned by the supervisor from time to time.**

**Authority / Decisions:**

No decision authority is attached to this position.

**Desired Qualifications/Skills/Experience:**

Degree in Agriculture, Rural Development, Business Administration, Economics, Development Studies or other related fields from a recognized Institution of higher learning.

**Required Minimum Experience:**

- At least 3-4 years' experience in Relief /Humanitarian work particularly in Food Assistance, Agriculture, Income Generating Activities (IGA) and Disaster Management.



- Good understanding of General Food Distribution (GFD), Blanket Supplementary Feeding Programme (BSFP), School Feeding Programme (SFP), Income Generating Activities (IGA) and Disaster Risk Reduction.

#### **Other qualifications:**

- Communication skills required, with good understanding of relevant cross-cultural issues.
- Strong written and oral communication skills in English and oral Juba Arabic, including report writing skills.
- Proven training and facilitation skills
- Previous experience implementing WFP and NMFA Projects.
- Good communication (written and Verbal) skills.
- Strong interpersonal and excellent organizational skills.
- Good report writing skills.
- Ability and willingness to work in hard-to-reach areas with basic facilities.
- Good understanding of Humanitarian Standards, SPHERE and Accountability to Affected Populations
- Speaks clearly, writes effectively and persuasively in positive or negative situations; listens to others to effectively and efficiently share information and ideas; and demonstrates ability to build relationships within and outside the organization based on trust and professionalism.
- Positive, respectful attitude and collaborative approach to problem solving.
- Demonstrated attention to detail; ability to follow procedures, meet deadlines and work independently as well as cooperatively with team members.

#### **Personal Competencies:**

- Computer skills
- Problem analysis
- Intercultural orientation
- Participatory approach to community
- Communication skills
- Interpersonal skills
- Organizational skills

#### **Work Relationship**

##### **Internal:**

- All staff

##### **External:**

- Local Authorities
- INGOs/NNGOs in Pochalla County

#### **Additional Considerations:**



The Project Officer is to abide by the policies and personal code of conduct set by the Norwegian People's Aid (NPA) and represent the organisation in a loyal and responsible manner.

**NPA South Sudan is an Equal Opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.**

Qualified female candidates are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: [recruitment-rss@npaid.org](mailto:recruitment-rss@npaid.org)

Hard copy application and CV/Resume can also be delivered to the NPA South Sudan Head Office, Martyrs Street (opposite UNICEF) Juba Office and NPA Pochalla Office.

**Applications submitted after 12:00 noon on Friday 19<sup>th</sup> March 2021, will not be considered.**

NB: Submitted copies of academic transcripts will NOT be returned to the applicant.

Only Shortlisted candidates will be contacted.

