



Job Advertisement Shelter and Non-Food Items Officer [Emergency Response Team]

50-11-3
MOL
APR 24/OCT 2022
9/10/2022
MINISTRY OF LABOUR
SOUTH SUDAN

Job Purpose: The SNFI Officer is responsible for assisting affected communities in need of SNFIs and emergency shelter, but may assist in other interventions as well. The SNFI Officer will have a responsibility for SNFI project planning, coordination with local authorities and humanitarian actors, implementation, budgeting, reporting, and ensuring the SNFI project is run effectively in emergency response sites.

Technical:

- Facilitate discussions with the local authorities to ensure they have a good understanding of Medair's programming and interventions, and alert the team to any potential issues.
- Focus on efficient and equitable distribution methods in consultation with the affected population and ensure the most vulnerable individuals or households are targeted for assistance.
- Identify SNFI needs for the affected population through assessments.
- Coordinate with Emergency Shelter-NFI Cluster and partners in field locations.
- Use Medair's verification methods to ensure efficient and equitable distributions.
- Identify protection concerns during SNFI activities and in collaboration with team and other partners address them to improve on quality of response.
- Advise on the appropriateness of SNFIs being distributed through exit interviews and periodic post-distribution monitoring exercises.
- Provide technical guidance and instruction as appropriate to complement the provision of shelter items such as construction materials, tools, and fixings.
- Promote good use of SNFIs.
- Act as focal point for Medair during SNFI assessments, distributions and Post-Distribution Monitoring exercises.

Budget management:

- Management of daily expenses used for the project, including entering expenses into field expense reports following completion of field assignments.

Staff Management:

- Responsible to act as team leader on a site when requested.
- Assist in hiring and supervising casual labour assisting in NFI activities or logistics support in the field.
- Cover for the team leader upon request.

Quality Management:

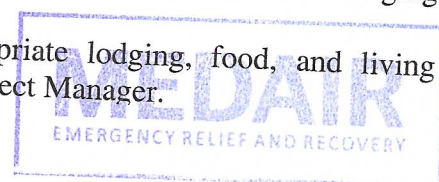
- Monitor progress against set objectives.
- Ensure all reporting and administration is done according to the relevant guidelines and is reported accurately.
- Ensure SNFI and emergency shelter assistance is reaching emergency-affected populations and is correctly targeted.

External Representation:

- Cover for Central Equatoria State Focal Point when requested (covering state-wide stock reporting, coordination, information sharing with national Cluster, etc.).
- Attend meetings when requested.
- Refer to the NFI Project Manager before making any commitment on behalf of Medair whether verbal or written.

Logistics and Security:

- May be responsible for logistics and movement of cargo received at field sites and arranging appropriate storage for SNFIs prior to distribution.
- May be responsible for identifying and managing appropriate lodging, food, and living arrangements at field sites, in consultation with the SNFI Project Manager.



- Share security information with the team and the SNFI Project Manager and/or team leader. Occasional other tasks that may be given by the Senior SNFI Officer, SNFI Manager or Project Manager to assist in overall programming.

C. Person Specifications

Essential

- Diploma in Community Development or a similar area of study.
- Fluent in spoken and written English
- Working skills with Microsoft Word, Excel, and use of email
- Ability to work effectively as part of a team.

Desirable

- **Degree in Community Development or similar**
- 1-year work experience in SNFI
- Experience in emergency responses in South Sudan and managing large scale distributions
- Fluent in spoken Arabic and/or local languages

WORK CONDITIONS

The ERT work environment is dependent on the location of specific interventions. This may be in locations with permanent structures with electricity or it may be in the field and require tent camping and no electricity. Some locations for the ERT may be insecure – but Medair follows strict security policies to keep staff safe.

Applications deadline: 10th November 2022.

Female Candidates are highly encouraged to apply.

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: **Recruitment Human Resources Department Medair South Sudan - Theo Road, Hai Tong Ping** or e-mail: recruitment-sds@medair.org

