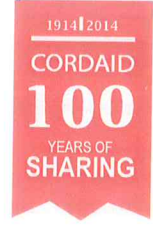




50.11.3  
Approved by  
Inspector  
20 OCT 2020  
20/10/2020



## Vacancy notice

Advert opens 20<sup>th</sup> October 2020

### Introduction:

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programs in the area of Emergency Response, DRR, Health, Food Security, Security & Justice, Women Leadership and Investments.

Presently, Cordaid is expanding its program in different parts of the country. For that purpose, additional capacity is required. Therefore, Cordaid South Sudan would like to recruit for the position of **programme Officer-Food Security and Livelihood as detailed below.**

**Position: Programme Officer-Food Security and Livelihood-Emergency Preparedness and Response (EPR)**

**Based Location: Juba with 70% Travel to the Field**

**Number of positions: One (1)**

### Reporting Lines

The Programme Officer-Food Security and Livelihood reports to the Programme Manager-Emergency Response and preparedness/Humanitarian Aid and coordinates project implementation with the Programme Manager-Resilience and Livelihoods Security

### Purpose of the position

The Project Officer-Food Security and Livelihood will take the lead in implementing the department's strategy and food security projects in emergency contest in liaison with Programme Manager-Resilience and Food Security. He/she will provide technical leadership, budget management, and the day-to-day project cycle management of the food security projects, Liaison



with local government authorities, Cordaid's partners and local coordination mechanisms. The Project Officer will be based in Juba with 70% travel to field locations.

### **Key Responsibilities and Accountabilities:**

#### **Project Management**

1. Manage the overall delivery of the emergency food security response interventions in the targeted locations.
2. Provide leadership in project cycle management and implementation of quality and internal control systems.
3. Develop project implementation, recruitment and procurement plans; reporting mechanisms and training plan using the project-monitoring tools.
4. In coordination with field teams, determine the operational needs of the food security interventions in emergency.
5. In coordination with project field team, determine and roll out the training plans of field based staff
6. In liaison with the Project Controller-Emergency Preparedness and Response exercise responsibility for financial management of the projects, and ensure that all activities and expenditure are conducted within the approved budget allocations.
7. In coordination with Security Officer, ensure day-to-day compliance with the security policies and procedures at field level
8. In coordination with the PMEL Expert and the Compliance and Assurance Manager, lead the assessment and monitoring risks to staff, partners and other stakeholders.
9. Work with the PMEL Expert to implement monitoring and evaluation plans for the projects and facilitate monitoring and review of the project with staff and consortium partners, and periodically assess outcomes and report of progress in implementation.
10. Assist in the compilation of data for weekly, bi-weekly reports and quarterly reports with the PMEL Expert and Compliance and Assurance Manager.
11. Contribute to the development of new project proposals.
12. Work with field teams and Logistics and Procurement Manager to procure project supplies within project budgets.
13. Regularly update the Programme manager-Emergency on progress in project implementation.

#### **Co-ordination**

1. In liaison with the Programme Manager-Emergency, provide technical guidance on the overall strategy for project design and management
2. Ensure that all project activities and trainings are in line with global standards and Government of South Sudan requirements.
3. Coordinate planning and implementation with Local Authorities and the FSL cluster (FSLC) to facilitate the effective implementation of Cordaid South Sudan activities in the targeted locations.
4. Conduct market and contextual assessments before start of project implementation to define the modality of assistance (whether cash or vouchers),





5. In coordination with FSLC, Identify the modality and delivery mechanism
6. In coordination with FSLC and other stakeholder, lead beneficiaries Identification and selection process
7. Conduct and provide technical support on FSL assessments, including baseline and end line survey
8. Work closely with PMEL Expert to ensure activities are contributing towards project targets
9. Maintain flexibility to take on added responsibility as requested by the line manager or his designee.

### **Representation**

1. Attend cluster/coordination meetings relevant to the department and projects.
2. Contribute to the creation of a positive image and overall credibility of the organization, notably through the application of the organizations Code of Conduct, ethics, values and standpoint with regard to internal and external actors.

### **Human Resources Management**

1. In liaison with the Programme Manager-Emergency support the hiring and management of relevant staff.
2. Maintain open lines of communications with all field staff

### **Training/ Capacity Building**

1. Determine training needs for subordinate staff
2. Train volunteers and beneficiaries' leaders to increase their responsibilities in order to build capacity and ensure sustainability of project.
3. Conducts staff evaluations, advocate plans for professional development for all subordinate staff.

### **Working Relationships**

1. Maintains frequent communication with Programmes Manager-Resilience and team to ensure that project activities and objectives are co-ordinated and leveraged.
2. Works with operation staff to ensure the coordination of project supplies are within budgeted targets.
3. Attends coordination meetings, which are relevant to country activities.

### **Security**

1. Ensures application and compliance with security protocols and policies

### **Qualifications, skills and competencies**

1. A Bachelor of Science (BSc) or equivalent in Agriculture, Food Security, Social Science, or related field.
2. Advanced degree in social sciences preferred
3. At least 5 years work experience in food security in emergency context.
4. Experience in conducting market and contextual assessments an advantage



5. Familiarity with International humanitarian operations, coordination structures, and the mandates of donors and other NGOs required
6. Ability to exercise sound judgment and make decisions with limited supervision and advantage.
7. Extremely flexible and can cope with stressful situations and frustrations.
8. Ability to relate with and motivate subordinate staff effectively an advantage.
9. Creative and able to work with limited resources.
10. Team player and strong communication skills, both oral and written.
11. Good command of the English language essential Fluency in Arabic and any one local languages in South Sudan is an advantage.
12. Ability to effectively present information and respond appropriately to questions from senior managers, partners, and government.
13. Ability to interpret data, have a strong emphasis on project monitoring, and conduct results-based programming

**Further information and how to apply**

Interested and qualifying applicants can submit their application letter including CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 4 professional references, including most recent/current employer/supervisor to the following email [hr.southsudan@cordaid.org](mailto:hr.southsudan@cordaid.org)

Mention the vacancy reference number position in the subject line on the envelopes.  
**e.g.CSS03/10/20 Programme officer -Food Security and livelihood, Juba**

or

Applications can also be hand dropped at Cordaid Juba Office located behind the Equatoria/UAP Tower. Just a few meters after the Strome Foundation to the attention of the **Human Resource and Administration Manager - Cordaid.**

Deadline for submission is by the **07<sup>th</sup> November 2020**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply

Only shortlisted candidates will be contacted. An integrity check will be part of the recruitment procedure

All applications submitted cannot be returned.

