



Norwegian People's Aid
South Sudan

Advertisement For Senor 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 Agricultural and Early recovery activities with a local partner in Pochalla and wishes to recruit a highly competent, proactive and self-driven individual (South Sudanese), for the position of

Senior Project Officer based in Pochalla.

The contract for this position is Definite Contract with possibility of extension based on funding and satisfactory performance. The salary for this position is Grade 4 Step 1, NPA Salary Scale.

Purpose of the Position:

The position reports directly to Head of Sub-Office and is responsible for providing project specific activity implementation and partner support and capacity development. The position also involves providing technical support on management of income generating activities (IGA), crops & vegetable production and management and related trainings, disaster risk reduction, management of mobile storage unit (MSU), and compound management related activities. The responsibility and accountabilities shall include but not limited to development implementation plans, activity implementation, managing the accomplishment of target results, oversee project budgets/activity line budget monitoring, monitoring and supervising sub recipient partners and taking initiatives and actions to ensure that project implementation is following all NPA and donor funding conditions, rules and regulations. The position also includes partner follow-up to check on activity implementation and quality of delivery.

Duties and Responsibilities:

Project Activity Implementation and Planning

- Oversee the full implementation of project activities at field level ensuring that technical quality and standards are considered and respected during project(s) implementation.
- Conduct or organize field level regular project coordination / review meetings.
- Ensure project implementation is on time, target and budget, using effective M&E systems to reach desired impacts.
- Ensure that the project is implemented in accordance with relevant NPA technical guidelines and standard operating procedure.
- Regular update the work plan and other documents relevant for effective project management.



Partnership Management and Follow-up

- Conduct partner assessments and action plans for organizational development of partners.
- Develop an organizational growth tracker to document partner capacity growth under NPA support.
- Monitor the implementation of the projects by partners and ensure that they meet the agreed performance and reporting standards.
- Work with the partners to ensure that all finance management and grant accounting rules and regulations of NPA and donors are properly complied with.
- Regularly attend partner activities, visit partner offices and conduct quarterly updates Collect information on partners for project development and proposal writing.

Monitoring and Evaluation

- Participate in internal and external monitoring and evaluation exercises.
- Conduct regular field monitoring visits to project sites.
- Capture and share project significant change stories.

Reporting

- Provide regular and timely updates on progress and challenges to the head of sub-office and Programme manager/Programme coordinator and Grants Manager on as per need basis.
- Develop narrative reports and contribute to the development of financial reports through regular budgetary follow up.

External Relations

- 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.
- Participate in coordination meetings conducted at field level (FSL Cluster, Humanitarian Coordination meetings etc, and ensure NPA representation.
- 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
- Coordinate with other stakeholders on supporting partners and civil society in South Sudan.

Human Resources

- Provide leadership, advice and support to NPA staff in Pochalla, and ensure that the team works within NPA's principles and core values
- Set performance targets and monitor performance
- Ensure positive staff management, including proactive staff capacity building and ensuring performance reviews are conducted
- Mentor and guide staff in project activities and capacity development
- Ensure the staff one line managers are conducting the mandatory safeguarding training

Budget Control

- Review monthly project expenditure ensuring correctness of the transactions for each budget line and propose changes and readjustment



- Provide cash forecast for financial planning, check financial expenditures to ensure funds are used in accordance to planned activities, budget and NPA policies.
- Participate in BVA meetings to review expenditure levels and take appropriate action to redress over and under expenditures

Field Level Operations

- Manage day to day operational support including overseeing fuel usage, fleet management, stock and asset management and compound management at field level in consultation with logistics to support project implementation
- Line manage staff in logistics and support functions and maintain records of assets, stocks and equipment
- Coordinate with Juba office on matters related to logistics, fleet, IT support or office equipment management
- Maintain overall internal controls of NPA and ensure NPA Code of Conduct, Anti-Corruption Policy, safeguarding policy is well understood by staff in Pochalla office and incidents of non-compliance are being reported in time

Safety and Security

- Act as safety and security focal point for Pochalla office and responsible for the implementation of NPA South Sudan security guidelines and SOPs in Pochalla office operational area and projects sites
- Ensure that staff adheres to approved NPA Security systems, both globally and locally, and plan accordingly.
- Implement and follow NPA South Sudan security procedures, and ensure that timely reporting on security matters occurs to the appropriate channels.
- Ensure that all security equipment are in place and used as designated, and maintained regularly.
- Ensure that NPA Pochalla office is safe and secure. Adequate security and safety measures are in place at all times
- Responsible for reporting to NPA CO Juba about security status on facilities. Requisitioning and putting in place appropriate material and equipment to abide to these standards.

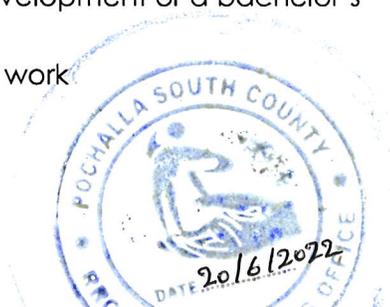
Any other duties assigned by the supervisor or management

Key performance indicators:

- Timely prepared draft project cost documents.
- Implementation of activities as per work plan.
- Accurate and timely donor reports

Desired Qualifications/ Experiences/Skills/Competence:

- A minimum of a BSc in Agriculture, BA in Development Studies and Social Sciences or any relevant field. Certificate in Project Management Community Development or a bachelor's degree in any relevant field is an added advantage.
- At least 5 years' experience in humanitarian and developmental work



- Relevant experience supervising community based social development projects combining direct and partnership approaches to implementation
- Good understanding of development and emergency response issues, in the area of food security and livelihood, civil society development and emergency and relate them to NPA's programme strategy/response plan;
- Experience of developing, maintaining and improving relationships with local governments, UN Agencies, local and international NGOs.
- Diplomacy and Confidentiality
- Computer literacy skills – MS Office applications, word, excel, PowerPoint, Spread sheets etc.
- Strong analytical skills, proven proposal writing skills.
- Good communication-, networking- and interpersonal skills
- Ability and readiness to work under pressure and deal with difficult and complex conditions
- Ability and willingness to work and live under difficult circumstances
- Analytical, systematic and structured
- Committed to safeguarding vulnerable communities and individuals
- Strong moral values

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 Women 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

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

Applications submitted after 12:00 noon on Wednesday 6th July 2022, will not be considered.

NB:

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



Approved
by R.R.C
Coordinator