



Norwegian People's Aid

South Sudan

SD-TI-3
Approved by
Labour Inspector
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24/2/2021

Advertisement for Roving Emergency Response Coordinator – NPA Juba

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 Pastoral Food for Assets (FFA), General Food Distribution (GFD) and Blanket Supplementary Feeding Program (BSFP), School Feeding (SF) and wishes to recruit a highly competent, proactive and self-driven individual (South Sudanese), for the position of **Roving Emergency Response Coordinator**.

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

Purpose of the Position:

The position holder is responsible for setting up, coordinating and managing quality and effective in-kind food distribution (GFD, BSFP, SF, FFA), NFIs and other forms of emergency responses in areas where NPA has minimal or no physical presence as well as provide support to existing NPA operational field offices. The position holder is expected to manage NPA's food distribution activities, including such tasks as undertake on-the-job training for the food distribution team, beneficiary registration, targeting, preparation of distribution plans, overseeing implementation, casual staff hiring, logistics coordination for food distribution. Further, the position is responsible for conducting assessments of the humanitarian situation on the ground during the first phase of a humanitarian emergency.

Duties and Responsibilities:

Development of Project Documents

- Support the development of project proposals through provision of technical expertise using standard donor formats in close consultation with stakeholders and staff.
- Establish appropriate and clear implementation plan as well as monitoring and evaluation system with help of monitoring and evaluation coordinator.
- Facilitate the preparation of realistic mobile emergency response budget plans in accordance with the donor and NPA requirements.
- Facilitate the process of learning lessons and sharing experience across the network, including through informal communications and formal training events.
- Co-ordinate with the Program Manager and Emergency Response Program Coordinator to ensure that technical support requests to field staff are kept at a manageable level.

Project Management & Implementation



- Accurately assess the humanitarian situation on the ground during the first phase of a humanitarian emergency to inform NPA's rapid response and the resource and programming implications thereof.
- Take lead, set up and coordinate quality and effective in-kind food distribution (GFD, BSFP, FFA), Non-food items and other forms of emergency responses in areas where NPA has no physical presence.
- Manage NPA's food distribution activities, including such tasks as beneficiary registration, targeting, preparation of distribution plans, overseeing implementation, casual staff hiring, logistics coordination for food distribution.
- Provide regular updates and internal reporting, using standardized tools and formats such as the Project Management Framework;
- Timely submission of progress and evaluation technical reports (monthly, quarterly, bi-annual or otherwise specified and as per the donor requirement) with collection of accurate data on project outputs and results as per set objectives, supported by required information and analysis.
- Responsible for accountability and transparency in the implementation of approved budgets, ensuring that all expenditures (imprest, salary/incentive payments, invoices, etc.) are presented properly and timely.
- Ensures adherence to the humanitarian principles & mainstreaming of environment, Gender, Protection and accountability to the affected people.

Supervision & Technical Backstopping

- Supervision of staff associated with the mobile response ensuring that activities are implemented in accordance with approved plans & expected results.
- Review of current food distribution procedures and undertake on-the job training for the food distribution staff on various subjects that include; site distribution set up, scooping/group distributions, dealing with scooping errors, commodity receipts and stacking, waybills, warehousing procedures, formation and operation of Project Management Committees, crowd control, preparation of daily distributions reports, and applying humanitarian assistance principles, Gender & Protection and accountability to affected people during distributions.

Liaison and Coordination with other Stakeholders

- Possibly represent NPA at food security coordination meetings and other program related coordination forums at the field level.
- Coordinate with Local authorities and Relief and Rehabilitation Commission (RRC) or ROSS at the field level towards ensuring effective setting up and implementation of food and non-food items distributions
- Liaise with the counterparts, NGOs, UN Agencies and other organizations on emergency response issues and propose new approaches geared towards enhancing impact and synergy.

7. Any other duties that may be requested and assigned by the supervisor from time to time.

Desired Qualifications/Skills/Experience:

- Minimum of first degree in Social Sciences, Development Studies, Agriculture or related fields.
- At least 6 years' experience in Relief/Humanitarian work in South Sudan.
- Experience in setting up and managing mobile emergency response, rapid response and similar approaches/modalities.
- Working experience with WFP

Other Qualifications:



- Excellent understanding of the Emergency Response issues and ability to relate them with NPA's Food Security and Livelihoods Strategy/response plan.
- Strong analytical and decision-making skills.
- Proven proposal writing skills and experience in project fund disbursement control and monitoring.
- Proven experience of working collaboratively and in coalition with other stakeholders to improve coordination and effectiveness of FSL Programs.
- Good communication (written and Verbal) skills.
- Strong interpersonal and excellent organizational skills.
- Computer competency in MS Office or other relevant certification, including database is essential.

Personal Competencies:

- **Communication** – Speaks clearly, writes effectively and persuasively in positive or negative situations; listens to others to effectively and efficiently share information and ideas; and demonstrates an ability to build relationships within and outside the organization based on trust and professionalism.
- **Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others, reports in a timely manner any barriers to task completion.
- **Teamwork** – Works cooperatively with others in the organization to achieve the organization's mission, values, and goals.

Work Relationship

Internal:

- All staff
- Project and operations teams.

External:

- Partners
- Community and beneficiaries

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

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

Applications submitted after 12:00 noon on Wednesday 17th March 2021, will not be considered.

Notes:

1. Due to the urgency in filling the position, applications may be reviewed and processed before the deadline.
2. Submitted copies of academic transcripts will NOT be returned to the applicant.
3. Only Shortlisted candidates will be contacted.

