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Approved
ML
30/12/2020
JOB OPPORTUNITY

SOUTH SUDAN COUNTRY PROGRAM
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crs.org | crspanol.org

JOB #: PJO-AW-900-12/29



Job Title: Project Officer-School Meals (1)
Department: Programming
Reports To: Program Manager
Country/Location: Awerial, Lakes State

Job Summary:

As a member of an Emergency Program team, you will monitor and report on all project activities in support of Catholic Relief Services' (CRS) work serving the poor and vulnerable. Your thorough and service-oriented approach will ensure that the project consistently applies best practices and constantly works towards improving the impact of its benefits to those we serve.

Job Responsibilities:

- Monitor the delivery and daily usage of commodities and proper storage of supplies and equipment within Feeding Programme.
 - Assist the MEAL team and Gender and Protection Officer in collecting both quantitative and qualitative data to report on project performance indicators.
 - Provide advice, training and encouragement to School Management Committee, Parent Teachers Association, local leaders, volunteers and the general community to promote school program through community support
 - Ensure active community mobilization and participation in all Programme activities and needs such as mainstreaming protection activities and gender equity.
 - Participate in community meetings to provide information on the project and to assist in Programme delivery.
 - Collect Programme data to support management and operational decisions (e.g. feeding frequency, enrolment figures, attendance figures and case studies), and compile weekly, monthly and end-of-term reports to inform Programme direction.

- Train and capacitate program assistant in their work, this include coaching, performance reviews and appraisals
- File and distribute documents as required and assist with the preparation of reports related to goods movements, damage, or loss, inventory stock control etc.

Typical Background, Experience & Requirements:

Education and Experience

- High School diploma required. Bachelor’s degree preferred.
- Minimum of 4 years of work experience in project support. Experience in the field of [school meals](#) and for an NGO would be a plus.
- Additional education may substitute for some experience.
- Experience in participatory action planning and community engagement.
- Experience monitoring projects and collecting relevant data preferred.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

Personal Skills

- Observation, active listening and analysis skills with ability to make sound judgment
- Good relationship management skills and the ability to work closely with local partners and community members
- Attention to details, accuracy and timeliness in executing assigned responsibilities
- Proactive, results-oriented and service-oriented

Required/Desired Foreign Language

- Fluency in the local language of the duty station as well as proficiency in English (excellent written, spoken, and comprehension of English).

Travel Required: This is field-based position with frequent travel within the county.

Key Working Relationships:

Supervisory:

Internal:

External:

Agency-wide Competencies (for all CRS Staff):

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Trusting Relationships
- Professional Growth

- Partnership
- Accountability

Gender Competency (for all CRS Staff):

- Recognizes the importance of having a gender diverse team and promotes a safe and inclusive environment for all staff.

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

Application Submission:

PLEASE MARK YOUR APPLICATION/EMAIL SUBJECT WITH THE JOB #: PJO-AW-900-12/29

Interested Candidates should submit a **non-refundable** application letter and CV together with the names of three professional referees not later than **January 19th, 2021**. Application should be submitted to CRS' office **Mingkaman/Juba** or by email to: southsudanvacancies@crs.org

Only short-listed candidates will be contacted.

Equal Opportunity Employer

- ❖ ***By accepting this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.***
- ❖ ***Female candidates are HIGHLY encouraged to apply.***