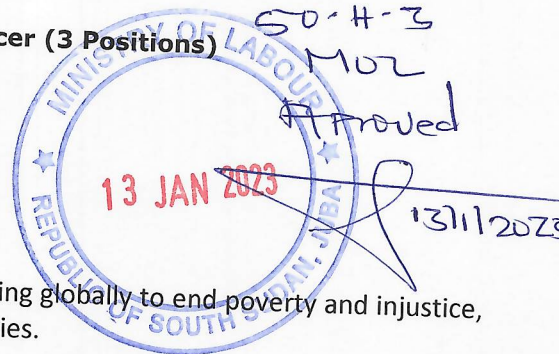




JOB ADVERTISEMENT

POSITION: Food Security and Livelihood Project Officer (3 Positions)
LOCATION: Uror, Duk and Twic East
STARTING DATE: ASAP



Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

Our vision is to see all people freed from poverty, living transformed lives and reaching their God –given potential by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

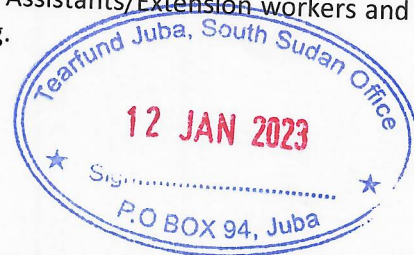
Tearfund South Sudan Programme is looking for a suitable **South Sudanese** candidate to fill in the position of **Food Security and Livelihood Project Officer** to be based in **Uror, Duk and Twic East**.

JOB OVERVIEW

The purpose of this position is to support the implementation of the BHA Project. Food Security and Livelihoods (FSL) Officer will work under the direct supervision of the Programme Manager and will provide support in the implementation of all FSL related activities. The Food security and Livelihoods Officer will contribute to the successful design and implementation of interventions, assisting the Programme Manager in the implementation of the various components of the project such as Distribution of livelihood inputs, and training in resilience building activities in improved agricultural, vegetable and fishing practices, including basic post-harvest and cooking techniques. He/she is responsible for the direct supervision of the FSL Assistants/Extension workers and focal point person in community liaison with greater focus on resilience building.

POSITION IN THE ORGANIZATION

1. Grade: B1
2. Reports to the Programme Manager
3. Direct reports: Extension Workers
4. Dotted line management responsibilities to the Resilience & Livelihood Advisor
5. Liaise closely with officials of organisations working in Uror, Duk and Twic East, including State Ministry of Agriculture other INGOs, NNGOs and UN agencies such as FAO and WFP.



TEARFUND'S CHRISTIAN CULTURE

- We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty, and transforming lives. As a Tearfund staff member you are

expected to:-

- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values, and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

ORGANIZATIONAL REQUIREMENTS

- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.
- The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:
 - To model Godly leadership in all aspects of character and conduct.
 - To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.
 - To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Beliefs statement.
 - To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.
 - To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
- The post-holder will be expected to behave in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.

Ensuring staff familiarity with Tearfund's mandate, values, Quality Standards, policies and programme objectives and their individual responsibilities in upholding these standards and policies.

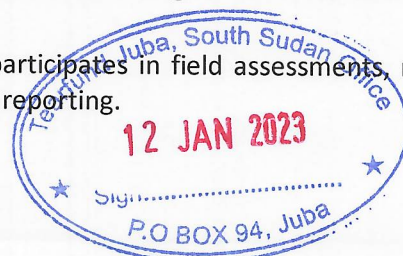
KEY RESPONSIBILITIES

Programme Strategy

- Assist in the Provision of information to the Programme Manager as part of the programme's strategy development process.
- In liaison with the teams, He/she will support in the development of the FAO ERLP project implementation strategy, linking to the location and Performance Measurement Framework for ERLP.
- Within the context and the FSL project components he/she identifies possible opportunities for further programming in protection including Accountability to the Affected Persons, Gender and protection mainstreaming in Food security and Livelihoods.
- Ensure that Tearfund's purpose, values and the programme objectives are communicated amongst staff to create mutual understanding and ownership and facilitate input from staff in the strategic planning process
-

Project / Support function management

- Responsible for all aspects of project implementation at the community level; ensure that all project activities are completed in a timely, efficient and accurate manner according to schedule and to the highest standards.
- In coordination with the Area coordinator/Program Manager, participates in field assessments, market price monitoring and other required data collection, analysis and reporting.

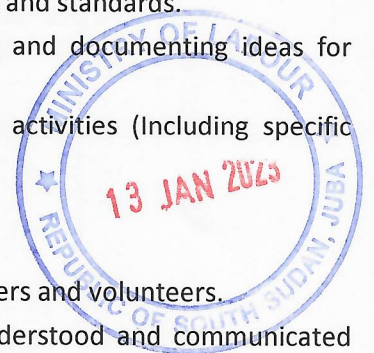


- Assess and support the local community to identify their needs and purpose ways to develop their capacity, which encompasses the project cycle.
- Provide support in the selection of project implementation sites and beneficiaries in target areas.
- He/she will be responsible for the identification and registration of beneficiary households for receiving livelihoods related supports.
- Support implementation of project baseline and end line data collections
- Implement and/or provide a full contribution to training activities for different beneficiary groups.
- The FSL project officer will support in filling the purchase requests as per the procurement plan for livelihood relevant procurements.
- The FSL project officer will be responsible for daily and weekly reporting to the Area Coordinator/Program Manager
- Coordinate with the respective community members and relevant stakeholders (government departments UN agencies and other existing and relevant INGOs) for the implementation of project activities.
- Assists in joint monitoring visits with the government officials (Provincial/district relevant authorities) to the project sites.
- In collaboration with the project coordinator and finance department, ensure all the necessary project documentations of technical activities are including beneficiary registration, verification, and are properly filled and maintained.
- Conduct regular meetings with beneficiaries, community management committees, local authorities and partners on the cash distribution arrangements and other relevant issues.
- Responsible for managing specific project budget lines, monitoring expenditure to budget, identify and propose required corrective actions to the project coordinator.
- Support the Area coordinator by developing specific action plans for the food security project activities in line with the Tearfund Strategy and the funding requirements and in line with the GoSS Policies.
- Participate in payam and county level sector meetings and evaluations with other agencies and government departments working in the Food Security sector and advocate to ensure integration between water, sanitation and health sectors in accordance with Food Security Strategy.
- Assist the Programme Manager to ensure the timely compilation of situation updates project and monthly narrative reports for field and Head Office management, in accordance with required reporting formats, both internal monitoring and for funding reporting purposes.
- Ensure compliance with Food Security strategy, tools, handbooks, guidelines and standards.
- Contribute in the identification of new projects by assessing, promoting and documenting ideas for technical improvement and further program development options.
- Establish record keeping and reporting procedures for all Food Security activities (Including specific logistical and financial aspects) in liaison with the Area Coordinator.
- Responsible for ensuring incidents are timely reported.
- Provide supervision and support for field extension workers.
- Conduct technical training to staff and TOT courses for staff, Extension workers and volunteers.
- Ensure Tearfund purposes, values, and the programme objectives are understood and communicated amongst staff, Extension workers and local community.

Corporate policy and compliance

Team management

- Responsible for consolidation of beneficiary data as needed;
- Keep project staff updated on latest guidelines, and any information provided by the organisation and the sector;



- Carry out regular supervision of the input distributions, Trainings, monitoring and Extension services are carried in line with the specific guidelines and making sure that the programme activities comply with the appropriate standards
- Regular one-to-one supervision of the project staff (Assistant FSL officers and Extension workers), providing advice, coaching, mentoring and training where required
- Where relevant ensure mainstream other sectors and into the project e.g. hygiene and sanitation and crosscutting themes such as gender and protection, COVID-19 SoPs amongst staff and beneficiaries.
- Provide leadership and support to staff to ensure effective management and timely implementation of work plans.
- Ensure that staff understand their individual and collective responsibilities for safety and wellbeing, and ensure detailed records are kept and analysis made of work-related injuries, accidents, security incidents and fatalities.
- Where appropriate provide pastoral support to members of the team

External representation

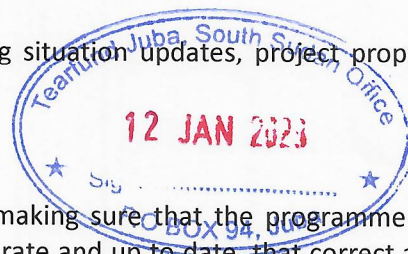
- Build positive working relationships with local communities, community leaders and other authorities including relevant Ministries Chamber of Commerce, UN agencies and INGO/ NNGO/CBO representatives.
- Make sure that project activities comply with Ministry Agriculture and other Food Security Response guidelines including SPHERE standards.
- Represent the organisation in relevant inter-agency workshops, conferences and sector coordination meetings as required at state or county level.
- Host occasional visits to project sites by interested personnel and /or donors.
- Coordinate the exit process and ensure finalization of all procedures within 2 weeks to a month.



PROJECT IMPLEMENTATION

Project Cycle Management

- Assist the Nutrition Advisor and Programme Coordinator/M&E manager in planning, organizing and implementing Nutrition surveys/Assessments.
- Assist the Programme Coordinator in monitoring the humanitarian situation in the sector, making detailed reports with recommendations to the management team regarding community needs, vulnerabilities / capacities and appropriate responses.
- Participate in project evaluations and assist in the analysis of results to assess project impact and effective use of resources.
- Assist the Programme Coordinator in developing and writing situation updates, project proposals and project reports.



Leading of Nutrition Project

- Carry out regular supervision of the nutrition programme, making sure that the programme activities comply with the appropriate standards; that records are accurate and up to date, that correct admission and discharge criteria are applied and that correct treatment is given.
- Monitor the nutrition data, and analyse and respond to cases where progress is not being made, carrying out focus groups in the community to understand the causes of malnutrition.
- Monitor the quality of the work of the OTP in charges, TSFP in charges, community mobilizers and Community Nutrition Volunteers (CNVs) and the level of support they are receiving.
- Monitor the coverage and effectiveness of community screening, ensuring that all children needing nutritional support are screened, identified and admitted to receive the ration for treatment without any undue delay.
- Develop clear referral pathways and ensure that staff and community members are aware of these, and that children with complications are referred without delay.

- Provide technical knowledge and guidance where needed.
- Provide leadership and support to staff to ensure effective management and timely implementation of work plans and budgets.
- Compile timely project and monthly reports, providing accurate and complete data in accordance with required reporting formats.
- Ensure that staff understand their individual and collective responsibility for safety, security and well being, and that necessary action is undertaken to maintain a safe and secure working environment.
- Keep informed of sector developments and key initiatives, and keep nutrition staff updated on latest guidelines, and any information provided by sector advisors or project manager;
- Regular liaison with the other sectoral areas (e.g. WASH, community empowerment) to ensure that programmes are providing an integrated approach.
- Keep in communication with the Programme Coordinator, Program manager and Nutrition Advisor on the progress and challenges facing the nutrition programme.
- Maintain an effective filing system for storing project documentation in accordance with Tearfund standard procedures and MOH nutrition protocols.
- Establish mother-to-mother support groups in collaboration with other key stakeholders
- Any other reasonable duty assigned to you by your line manager or any other superior within the organization.

Training and Facilitation

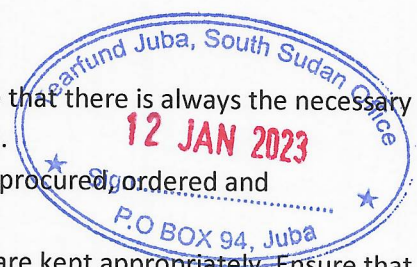
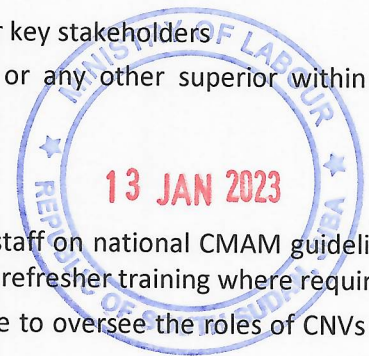
- Organise, conduct interactive training of nutrition and health facility staff on national CMAM guidelines, ensure training of Community Volunteers, and lead mothers, including refresher training where required.
- Ensure Community Mobilisers have the necessary skills and knowledge to oversee the roles of CNVs and carry out facility level activities.
- Organise training of lead mothers on MIYCN counselling approaches, and support them in running Women's Support Groups.
- Evaluate the effectiveness of community training and follow up, including gathering feedback from community members. Provide guidance and training to ensure that the sensitization brings about change.
- Build the capacity of the County Health Department wherever possible, in liaison with the Health System Advisor, by providing advice, coaching and assistance and involving them in appropriate programme areas.
- Assist the program manager and Nutrition Advisor in defining training needs and support the implementation of in-country training & development programmes for new and replacement sector staff.

Good Practice and Institutional Learning

- Ensure that activities are carried out in accordance with signatory codes of conduct and accepted good practice, and are compliant with legal, contractual and statutory requirements.
- Assist the Programme Coordinator/ Nutrition Advisor to identify key lessons learnt from project reviews and evaluations.
- Encourage learning from sector staff and identify case study themes / issues from project experience for analysis, dialogue and possible formulation into emerging best practice and policy.

Logistics / Financial Support

- Liaise with the OTP and TSFP in charge and the Logistics team to ensure that there is always the necessary equipment and supplies available to carry out the programme activities.
- Liaise with logistics and program team to make sure that resources are procured, ordered and transported in a timely manner for the programme activities.
- Conduct stock checks to ensure that records are accurate and supplies are kept appropriately. Ensure that waybills correctly match with the stock received.



- Assist the Programme Coordinator in managing detailed sector budgets in fulfilment of specified activities, outputs and objectives.
- Assist the Programme Coordinator in monitoring sector expenditure, understanding variances and taking corrective actions.

TEAM MANAGEMENT

- In collaboration with the Human Resource Manager, ensure HR policies and procedures are understood by the project field team and implemented.
- Manage the Nutrition Nurses and the pharmacist, including regular one-to-one supervision, team meetings, and performance management.
- Ensure Tearfund's performance management system is effectively implemented across the project team, with objective setting, probationary reviews, regular catch ups, 6-monthly performance appraisals and exit interviews, carried out for all project staff.
- Support the implementation of Tearfund's staff development policy, including personal development planning, across the project team in a way that is consistent and transparent.
- Conduct disciplinary and grievance procedures, as required, in collaboration with the Tearfund Aweil Field Coordinator.

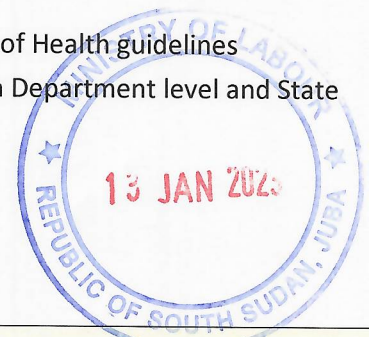
EXTERNAL REPRESENTATION

- Build positive working relationships with local communities, Ministry of Health, local churches, UN, WHO and other NGO representatives.
- Engage with local communities and community leaders to encourage local ownership of the programme, soliciting feedback and resolving issues together.
- Make sure that programme activities are in compliance with Ministry of Health guidelines
- Regular reporting and updating of Ministry of Health at County Health Department level and State Ministry of Health level

Attend relevant inter-agency coordination meetings as required

Person specification

Job Title: **Food Security and Livelihood Project Officer**



	ESSENTIAL	DESIRED
QUALIFICATIONS	<ul style="list-style-type: none"> ● Degree in food security, Agronomy or any social/development studies, Bach. Agric and Rural Development/Innovation, Bsc Agric. 	<ul style="list-style-type: none"> ● Master's Degree in the relevant field
EXPERIENCE	<ul style="list-style-type: none"> ● Experience in Food Security and Livelihoods Sector activities and/or community development/social programming and mainstreaming with other related sectors. ● Proven experience in supervising and coordinating field teams ● Experience of Facilitating trainings in a wider and Multi facet contexts ● Experience of leading and facilitating prayer and Bible study groups ● Experience in complex and dynamic environments, suitable to the South Sudan context ● Experience in working closely with the government and other partner 	<ul style="list-style-type: none"> ● Previous work in Food Security / WASH, Livelihoods or nutrition projects. ● Experience in protection and gender mainstreaming ● Experience in livelihoods related research ● Experience of working with youth and Women groups



	<p>effectively in a particular language other than English in certain locations)</p> <ul style="list-style-type: none"> • Ability to learn fast • Computer literate (Word & Excel) • Ability to communicate confidently and comfortably about own personal faith • Ability to lead and facilitate team in project implementation and pray and Bible study • Ability and commitment to apply biblical principles prayerfully within all aspects of the role 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Committed Christian with a personal relationship with God • Committed to regular Christian fellowship with other Christians • Emotionally & spiritually mature • Team player • Commitment to accountability to beneficiaries and transparency, showing dignity and respect, and demonstrating listening and understanding • Understanding and sensitivity to cross cultural issues • Flexible and adaptable to ever changing environments 	<ul style="list-style-type: none"> • Patient & tolerant • People person – can present the 'caring face' of the programme
<p>OTHER COMMENTS:</p> <ul style="list-style-type: none"> • Regular travel across cluster countries is a requirement • All roles require a DBS/Police check • Tearfund is a member of the <u>SCHR Misconduct Disclosure Scheme</u> <p>Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure</p>		

How to Apply:

If you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the HR Department at Tearfund office or find attached with the advert, Located in **ECSS Compound, Hai Jerusalem** or Any Tearfund Field Offices detailing your experience for the post and include your daytime telephone contact. Applications online can be submitted through <https://www.tearfund.org> the subject matter of your email should be the title of the job you are applying for.

Closing date for receiving applications is **1st February 2023 at 5:00pm.**

NB:

- **Applications once received are not returnable**
- **Female Candidates are encouraged to Apply**
- **Due to the urgency of the position, applications submitted will be shortlisted on a rolling basis, should there be suitable candidates, and the position may be filled before the deadline for applications.**
- **Only short-listed candidates will be notified.**

