



## Vacancy Announcement

Job Title:	FSL Project Support Officer
Job Location:	Juba
Reporting to:	Learning and Knowledge Manager (RECOVER)
Posting Date:	13 February 2020
Closing Date:	3 March 2020

### General Description of the Program

GOAL has been delivering both humanitarian and development programmes in South Sudan since 1985. Currently GOAL South Sudan is operating in five counties across South Sudan in Warrap and Upper Nile State and also have operations in the Abyei Administrative Area. Currently, GOAL South Sudan is implementing projects in four main programming areas: primary health care (curative and community); therapeutic and supplementary nutrition; water, sanitation and hygiene (WASH); and, food security and livelihoods.

### General Description of the Role

Under the guidance and direct supervision of RECOVER Learning and Knowledge Manager, the Project support Officer provides valuable support to the programme staff, enabling them to focus on their core RECOVER project implementations. The PSO will also work in close collaboration with project team, consortium members, FSL cluster, and Cash working groups ensuring successful implementation of RECOVER activities.

### Key Duties

Support effective coordination and implementation of the RECOVER Project

Ensure strong communication with RECOVER consortium members to ensure activities/programs are being carried out as per the approved work plan

1. Consolidate and prepare periodic consolidated narrative reports in accordance with DFID and GOAL standard reporting policies and procedures;
2. Provide substantive support and input to project team in conducting quarterly reviews, learning workshops and other meetings through organization of meeting, recording of minutes and report writing;
3. Promote and liaise a network of stakeholders for involving them in project-related activities and keeping them in regular information sharing network; such as FSL Cluster, Cash Working Group, Resilience Exchange Network.
4. Support to consultants to ensure their reports meets expectations of stakeholders;

Ensure administrative and reporting functions

1. Maintain a calendar of events related to the project and ensure implementation and coordination of the same, as appropriate; Seeking appointments for meetings with relevant organizations; whenever necessary
2. Prepare quarterly and annual plans and updates as required;
3. Prepare quarterly and annual reports and updates as required;



4. Maintain and update all project related documents, recommendation tracker and files for future reference and record
5. Contact and follow-up with implementing partners regarding reporting/financial requirements of Project;
6. Facilitate logistic support to consultants as required including travel, visa, route permit;
7. Assist day to-day implementation and management of the project

#### Partnership Coordination

1. Support the Project Director in meeting with Consortium partner programme managers on a regular basis to keep abreast of progress against implementation plan.
2. From these identified areas, support the Learning and Knowledge Manager /MEAL Manager to conduct specific pieces of work focussing on programme evaluation, review, learning and assessment as agreed with the Project Director/MEAL Manager.
3. Facilitate smooth information flow between RECOVER and partners and the RECOVER Steering Committee, facilitate learning meetings and reviews.
4. Work with RECOVER team to follow up on any issues identified in Compliance in relation to DFID with GOAL or consortium partners specifically related to programmatic capacity in terms of reporting, grant management etc.
5. Provide training/support to consortium programme staff/teams on identified areas for improvement as pertains to grant management, reporting, proposal writing or evaluation of programmes as and when needed.

#### Mainstreaming

1. Support the Learning and Knowledge Manager /MEAL Manager towards adherence to the Core Humanitarian Standards in RECOVER, including in country milestones in the membership and accreditation process. Provide support to the Accountability Manager to work towards in-country trainings and to monitor and assess the programme against the CHS standards.

#### Requirements:

##### Essential

- Degree or post-graduate qualification ideally with a specialization in development, humanitarian aid, social sciences or another relevant field in FSL, Cash programming, health/nutrition and WASH
- Excellent analytical and writing skills in English
- Familiarity with proposal writing, logical framework/result chain development and donor reporting particularly DFID but also Inc. Irish Aid, EU, UN agencies etc.
- Excellent IT skills, especially in Word and Excel with ability to analyze data and interpret statistical information
- Ability to work under pressure, and priorities workload according to the changing needs of the programme
- Experience of humanitarian, relief and/or development programmes an advantage
- Strong interpersonal skills, ability to work in a team, and a commitment to capacity building
- Enthusiastic, flexible and with the ability to work long hours in sometimes remote and/or insecure contexts to meet the needs of the programme
- Understanding of mainstreaming principles, including gender, HIV and conflict sensitivity
- Experience/knowledge of South Sudan desirable

##### Desirable

**Understanding of mainstreaming principles, including gender, and child protection**  
**Safeguarding**

Children and vulnerable adults who come into contact with GOAL as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that GOAL shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

**Accountability within GOAL**

Alongside our safeguarding policy, GOAL is an equal opportunities employer and has a set of integrity policies. Any candidate offered a job with GOAL will be expected to adhere to the following key areas of accountability:

- Comply with GOAL's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a GOAL staff or partner.

**How To apply**

Interested candidates who meet the above conditions should forward their CV and covering letter (which should include the contact details for at least two professional references from previous employers to: The Human Resources Manager,

GOAL South Sudan Office, Juba Munuki Area or alternatively email your application to: [goaljobs@ss.goal.ie](mailto:goaljobs@ss.goal.ie) before the application end date listed above. Please note that only shortlisted applicants will be contacted.

Do not submit original documents.

- This position is open for South Sudanese.
- Women are highly encouraged to apply.