

## **JOB ADVERTISEMENT**

**VACANCY NUMBER: LIV/LS/003**

**Job Title:** Project Officer (Livelihood)  
**Department:** Livelihoods Program for Agropastoralists  
**Reports To:** Program Manager  
**Country/Location:** Akot, Rumbek East, South Sudan

### **About CRS**

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to save, protect, and transform lives in need in more than 100 countries, without regard to race, religion, or nationality. CRS' relief and development work are accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance, and peacebuilding.

### **Job Summary:**

The primary function of the job is Supporting Livelihoods for Agropastoralists in Lakes State funded by Global Affairs Canada. The project will diversify livelihood opportunities (on-and off-farm) for pastoralist cattle camp communities, reduce barriers to women's participation in agricultural and pastoral livelihoods, address sexual and gender-based violence, and support peaceful coexistence between communities in Yirol West (Mapourdit and Aluakluak) and Rumbek East (Akot) counties in Lakes State, South Sudan.

The postholder will be responsible for leading implementation of agriculture, forest livelihoods, and income generating activities of the project in the targeted locations. S/he will ensure adherence to overall technical and programmatic quality standards in implementation, compliance with CRS and donor rules and regulations, and the timely achievement of all planned activities, outputs, outcomes, and impacts as required. 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.

### **Roles and Key Responsibilities:**

- Support the coordination and implementation of all assigned project activities as outlined in the project implementation plan, annual work-plan, targets, time-plans, and result indicators in line with CRS program quality principles and standards, donor requirements, and good practices.
- Together with Project Manager, timely conduct relevant livelihoods technical assessments
- Train field extension agents on aspects of agriculture, forest livelihoods, and income generating activities
- Supervise, support, and monitor field extension agents to timely identify, select, and train project participants using approved standard operating procedures
- Support with reviewing, editing and translation of livelihoods curricula and resources, standard operating procedures, and other project documents, as needed.

- Ensure field extension agents are always and correctly using approved SMILER tools on all project activities. Conduct regular field monitoring visits to check quality of project implementation and areas needing support.
- Monitor and report any challenges and/or gaps identified to inform adjustments to plans and implementation schedules.
- Submit quality weekly, monthly, and quarterly reports timely which have proper documentation
- Together with Project Manager, timely manage all performance planning and management aspects for field extension agents. Ensure field extension agents are timely completing and submitting timesheets, and leave plans properly planned and managed in line with CRS policies.
- Complete project documentation for assigned activities. Assist with identifying information for success stories, case studies and reports on promising practices.
- Any other relevant duties as assigned by the supervisor

### **Typical Background, Experience & Requirements:**

#### **Qualifications/Experience:**

- Bachelor's Degree in agriculture (Crop Science).
- At least 3 years work experience implementing agriculture plus forest livelihoods and income generating activities is a strong advantage
- Previous working experience in Rumbek East and Yirol West will be considered an advantage
- Excellent writing skills for reports
- Strong analytical and report writing skills

#### **Personal Skills**

- Analysis and problem-solving skills with the ability to make sound judgment
- Good relationship management skills and the ability to work closely with local partners and communities.
- Willing and able to work in remote field locations with minimum or no recreational facilities.
- Proactive, results-oriented and service-oriented
- Attention to detail, accuracy, and timeliness in executing assigned responsibilities

**Required Languages** – Excellent knowledge in both written and spoken English and knowledge in the local languages Dinka is an advantage.

**Travel** - The position is based in Rumbek East, with frequent field travel to Yirol West (Mapourdit and Aluakluak).

#### **KEY WORKING RELATIONSHIPS:**

- **Supervisory:** Field Extension Agents (FEA).
- **Internal:** Program Manager; Field Area Coordinator; Microfinance and Adult Literacy Officer; Social Cohesion, Gender, and Protection Officer
- **External:** Partners such as Local Government Authorities, other NGOs, and UN agencies

#### **Agency-wide Competencies (for all CRS Staff):**

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

- Integrity
- Continuous Improvement & Innovation

- Builds Relationships
- Develops Talent
- Strategic Mindset
- Accountability & Stewardship

**MEAL COMPETENCIES (for all CRS program Staff)**

- Adapts MEAL principles, approaches, systems, and tools, as needed, in emergency contexts.
- Documents and communicates project achievements, successes, challenges, and learning internally and with external stakeholders.
- Ensures quality in the management of evaluation data.
- Involves community members in the design and implementation of MEAL systems in a way that increases project appropriateness and impact

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

***\*\*\*Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.***

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

CRS is an 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.***
- ❖ ***Only short-listed candidates will be contacted***

**Application Submission:**

Interested Candidates should apply through *this link* <https://form.jotform.com/230151198922555> please open the link, fill out the form and drop a **Non-refundable** application letter with CV together with the names of three professional referees with recent employer, Copies of Academic Certificate, transcript & National ID not later than **January 30, 2023.**

- Female candidates are highly encouraged to apply
- Only short-listed candidates will be contacted