



Norwegian People's Aid

South Sudan



Vacancy Announcement for Team Leader in Bor

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 runs three programs: Civil Society Development, Humanitarian and Resilience Programs.

NPA Bor Office is implementing humanitarian and resilience and civil society development programs directly and indirectly through partners and is funded through multi-year funding by NORAD and short-term funding through a partnership with FAO.

NPA Bor office wishes to recruit a highly competent, proactive and self-driven individual (**South Sudanese National Only**) for the Team Leader position based in Bor.

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

Purpose of the Position:

To oversee quality implementation of Humanitarian and Resilience Department activities and Civil Society Development Program Activities in Bor.

The position requires a dual approach where the Team Leader (TL) will also oversee Support Functions such as Human Resources, Administration, Logistics, Finance and Security.

All responsibilities and reporting must be carried out following the strategic objectives of NPA as set out in the International Strategy, country strategy, Regulation for Delegation of Authorization and other relevant procedures and guidelines in the Quality Management System and IPD Program Handbook, as well as approved local guidelines and regulations.

The above shall be conducted in close collaboration with all stakeholders, and any deviation to the above has to be reported to the Head of Sub Office (HoSO) Bor, and approved by the Humanitarian and Resilience Programme Manager.

Duties and Responsibilities:

1.1 Project Planning and Activity Implementation

- Oversee the full implementation of all Humanitarian and Resilience project activities at field level, ensuring that technical quality and standards are considered and respected during project(s) implementation.
- Conduct or organise field-level regular project coordination/review meetings.



- Ensure all humanitarian and resilience projects' implementation is on time, on target and on budget, using effective M&E systems to reach desired impacts.
- Ensure the project follows relevant NPA technical guidelines and standard operating procedures.
- Regularly update the work plan and other documents relevant to effective project management.

1.2 Partnership Management and Follow-up

- Conduct partner assessments and action plans for organisational development of partners.
- Develop an organizational growth tracker to document partner capacity growth under NPA support.
- Monitor the implementation of the projects by partners and ensure that they meet the agreed performance and reporting standards.
- Work with the partners to ensure that all finance management and grant accounting rules and regulations of NPA and donors are properly complied with.
- Regularly attend partner activities, visit partner offices and conduct quarterly updates Collect information on partners for project development and proposal writing.

1.3 Monitoring and Evaluation

- Participate in internal and external monitoring and evaluation exercises.
- Conduct regular field monitoring visits to project sites.
- Capture and share project significant change stories.



1.4 Reporting

- Provide regular and timely updates on progress and challenges to the Programme Manager / Programme Coordinators, Grants Manager, HoSO and other team members as per the reporting schedule.
- Develop narrative reports and contribute to developing financial reports through regular budgetary follow up.

1.5 External Relations

- Support, facilitate or undertake communication and liaison activities to actively consult and involve beneficiaries, key informants, actors, partners and stakeholders in all stages of project design and implementation.
- Participate in coordination meetings conducted at field level (FSL Cluster, Humanitarian Coordination meetings etc, and ensure NPA representation.
- Cultivate good relations with key humanitarian actors – local and international, including government authorities and non-state actors, through regular attendance at technical meetings and bilateral meetings
- Coordinate with other stakeholders on supporting partners and civil society in South Sudan.

1.6 Human Resources

- Provide leadership, advice and support to project staffs in Bor, and ensure that the team works within NPA's principles and core values
- Set performance targets and monitor performance
- Ensure positive staff management, including proactive staff capacity building and ensuring performance reviews are conducted
- Mentor and guide staff in project activities and capacity development
- Ensure the staff one line managers are conducting the mandatory safeguarding training



1.7 Budget Control

- Review project proposed expenditure ensuring correctness of the budget allocated for each budget line and correct project codes

- Provide cash forecast for project activities to ensure funds are used in accordance to planned activities, budget and NPA policies.
- Participate fully in BVA meetings to review expenditure levels and take appropriate action to redress over and under expenditures.

In event HoSO is absence then Team Leader will perform the following Tasks:

2.1 Field Level Operations

- On behalf of HoSO provides oversight on project quality to other field offices Kapoeta and Terekeka.
- Line manage staff in logistics and support functions and maintain records of assets, stocks and equipment
- Coordinate with Juba office on matters related to logistics, fleet, IT support or office equipment management
- Maintain overall internal controls of NPA and ensure NPA Code of Conduct, Anti-Corruption Policy, safeguarding policy is well understood by staff in Bor office and incidents of non-compliance are being reported in time

2.2 Safety and Security

- Act as safety and security focal point for Bor Field office and responsible for the implementation of NPA South Sudan security guidelines and SOPs in Bor Field office operational area and projects sites
- Ensure that staff adheres to approved NPA Security systems, both globally and locally, and plan accordingly.
- Implement and follow NPA South Sudan security procedures and ensure that timely reporting on security matters occurs to the appropriate channels.
- Ensure that all security equipment are in place and used as designated and maintained regularly.
- Ensure that NPA Bor Field office is safe and secure. Adequate security and safety measures are in place at all times
- Responsible for reporting to NPA CO Juba about security status on facilities. Requisitioning and putting in place appropriate material and equipment to abide to these standards.

Desired Qualifications/Skills/Experience:

Education:

Must have:

- Must be a Master's Degree holder. The candidate should have a minimum of a Master's Degree in Agriculture (Agribusiness, Agricultural Economics, Agronomy, Agroforestry or Agricultural Extension)
- Additional qualification in Project Management and Financial Management, will be an added advantage.

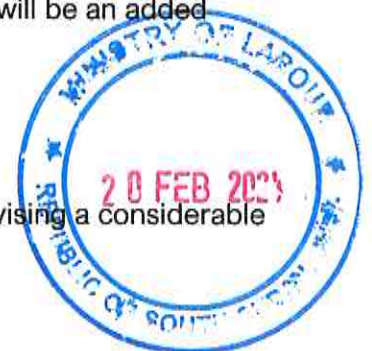
Experience:

Must have:

- At least 5 years' experience in humanitarian and development work
- Relevant experience (at least 3 years) as a Team Leader or Manager supervising a considerable number of staffs.
- Proven experiences in working with community members in a rural setting.

Additional Requirements:

- Good understanding of humanitarian and resilience programming, in the area of food security and Livelihood, and Civil Society Development
- Experience of developing, maintaining and improving relationships with local governments, UN Agencies, local and international NGOs.
- Quality reports writing skill



- Diplomacy and Confidentiality
- Computer literacy skills – MS Office applications, word, excel, PowerPoint, Spread sheets etc.
- Strong analytical skills, proven proposal writing skills.
- Good communication (written and verbal) skills in English.
- Strong interpersonal and excellent organizational skills.

Personal Competencies:

- Good communication-, networking- and interpersonal skills.
- Ability and readiness to work under pressure and deal with difficult and complex conditions.
- Ability and willingness to work and live under difficult circumstances.
- Analytical, systematic and structured.
- Strong moral values.

Work Relationship.

Internal:

- Project staff and all NPA Support staff

External:

- Communities at the grass root level
- Local Authorities

Additional consideration:

- The Team Leader is to abide by the policies and personal codes of conduct set by the Norwegian People's Aid (NPA) and represent the organization in a loyal and responsible manner.



NPA South Sudan is an equal opportunity employer. In making employment decisions it does not discriminate based on gender, ethnicity, religion or political affiliation.

Qualified Women are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts in folder with Candidate's name should be submitted to: recruitment-rss@npaid.org

Hard copy application and CV/Resume can be delivered to NPA Bor Office as well as NPA Juba Office.

Applications submitted after 12:00 noon on Thursday 8th March 2024, will not be considered.

NB: Submitted copies of academic transcripts will NOT be returned to the applicant.

Only Shortlisted candidates will be contacted.

