



# ACTED

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## TOR – SHELTER/INFRASTRUCTURE OFFICER MABAN



Position: **Shelter/Infrastructure Officer (1)**  
Department: **Shelter Programme**  
Location: **Maban**  
Issuing date: **30 August 2023**  
Closing date: **18 September 2023**  
Duration: **6 Months**

### Background ACTED

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Our interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context. Our 3,300 staff are committed in responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

### JOB PURPOSE

The Shelter Officer co-leads and supports the implementation of all CCCM Shelter requirements, including for new arrivals (emergency shelter construction, plot demarcation and tents installation). The Shelter Officer also prepares written materials such as, but not limited to internal and draft donor reports.

### CHAIN OF COMMAND

Under the authority of:

- CCCM Project Coordinator
- CCCM Managers

Line Management:

N/A

### WORKING RELATIONS

Internal:

- CCCM Officers
- Reception officers
- FLATS Area and Country Teams
- AMEU department

External:

- Beneficiaries
- Donors related to the project.
- Relevant national and local stakeholders
- National and international partner organizations
- Suppliers/ service providers / sub-contractors

### OBJECTIVES

To support in the implementation of Shelter activities in a timely and professional manner, according to objectives, goals and indicators and in line with donor requirements and based on beneficiary needs.

### Duties /responsibilities



## **Project Implementation Follow-Up**

- Responsible for all shelter implementation, including procurement, contracting of labour, and implementation oversight.
- Prepares workplans and schedules for the implementation Shelter activities.
- Coordinates and implements day to day Shelter activities with the stakeholders in the field ensuring that technical quality and standards are considered and respected during project implementation.
- Participates in the project coordination meetings with the CCCM/SNFI team
- Ensures best practice and lessons learnt are documented and applied where necessary.
- Contributes to monthly reporting on all projects related S/NFI activities.
- Hires loaders, off loaders, causals and enumerators in the field during shelter construction activities.
- Provide regular reports, using the appropriate UNHCR and ACTED tools.

## **Finance:**

- Forecasts monthly cash requirements for S/NFI activities and submit to the Project Coordinator.
- Prepares all financial and logistical documents for accountability after field project activities implementation.

## **Logistics:**

- Contributes to the development of procurement plans.
- Sends accurate and precise order forms in a timely manner.
- Ensures a proper management and use of the project assets and stocks.

## **Transparency**

- Keeps records of all SNFI activities documents, in particular beneficiary list, distribution list

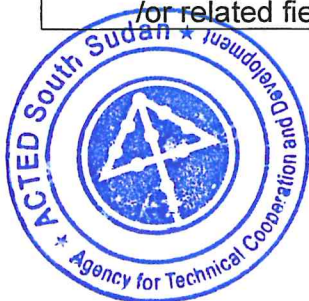
## **External Relations**

- Undertake communication and liaison activities to actively consult and involve beneficiaries, key informants, actors, partners and stakeholders in all stages of the project design and implementation.
- Cultivate good relations with the key humanitarian actors
- Ensure that all times contact with the beneficiaries is conducted in a sensitive and respectful manner
- Identify opportunities to collaborate and coordinate efforts with the other organizations to ensure our activities buildup on rather than replicate the work of others.

## **Qualifications/Experiences/Skills**

- Bachelor's Degree or Diploma in Civil Engineering and architect skill is an added advantage and /or related field.

Terms of Reference – SNFI Officer





- Proven Experience in humanitarian work activities in the same department of at least 2-3 years.
- Strong problem solving analytical, reporting and communication skills
- Demonstrated ability to multi-task, prioritize and process information into action
- Ability to work with Microsoft word, Excel, Power point, Outlook and Skype App
- Fluency in English (oral and written), knowledge in Arabic language is an asset
- Ability to stay in harsh and uncondusive environment of hard to reach areas for long period of time (100%).

#### **Additional Preferred Qualifications**

- Previous management of financial budget and handling of cash in remote field locations
- Experience in mobile responses (can be from other sectors)
- Previous experience in Shelter/Non Food Items and/or CCCM

#### **KEY PERFORMANCE INDICATORS**

- % of S/NFI milestones completed on time as per the original plan
- # of S/NFI activities completed in time without the need for a Non-Cost Extension
- % of contractual S/NFI performance indicators achieved
- Records and documents (beneficiary lists, donation certificates, payment sheets) available for all S/NFI activities
- Positive monitoring and evaluation reports for S/NFI activities
- # of complaints received and responded to related to SNFI activities.

#### **HOW TO APPLY**

All applications should be submitted to the ACTED Country Office in Juba (or their respective field bases) by 18<sup>th</sup> September 2023 or by email to: [audu.ahmadu@acted.org](mailto:audu.ahmadu@acted.org) [ssd.recruitment@acted.org](mailto:ssd.recruitment@acted.org)

and please indicate this reference in the subject line of your email: Ref: SHELTER/INFRASTRUCTURE OFFICER. Or you can submit hard copies of your application to Acted capital Office Located at Hai Cinema : Plot No. 64, Block AXII next to Concord Hotel.

Applications should be submitted in English, and should include:

- Detailed CV
- Cover letter
- Photocopy of all academic documents
- Photocopy of National ID
- Photocopy of work certificates related to past job.



Only Shortlisted candidates will be contacted by ACTED Human Resources Department within for interviews after the application deadline.

Application materials are NOT returnable; therefore, applicants are strongly recommended not to submit original documents.

Note: This position is open to South Sudan Nationals & Women are encouraged to apply.

Terms of Reference – SNFI Officer

