

STATE MINISTRY OF LABOUR, PUBLIC SERVICE AND HUMAN RESOURCE DEVELOPMENT  
30 AUG 2022  
Approved  
30/08/22  
EASTERN EQUATORIA STATE-TORIT

## JOB ADVERTISEMENT

**VACANCY NUMBER: DRR/KN/004**

**Job Title:** DRR Project Officer  
**Department:** Program / P2R  
**Reports To:** Senior DRR/Livelihood Project Officer  
**Country/Location:** Kapoeta North, Eastern Equatoria State, 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 is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance, and peacebuilding.

### Job summary:

The Pathways to Resilience (P2R) program is a USAID funded Title II food assistance program working with communities affected by conflict in Eastern Equatoria state (Budi and Kapoeta North County) and in Jonglei State (Duk and Akobo counties), South Sudan. The overall goal of P2R is to improve and sustain nutrition and food security in P2R operational counties by September 2023.

The key responsibility of the DRR officer is to manage DRR and food distribution team in the county. He/she is responsible for the coordination of DRR activities as well as partnering with other humanitarian agencies on the ground.

### Job Responsibilities:

- Plan and oversee implementation of all DRR program activities at the county level to ensure the program meets targets within schedule and budget.
- Plan and coordinate with the DRR senior project officer in liaison with the FAC and DRR officers on the effective utilization of planned resources
- Ensure timely and well-coordinated communications on program planning, implementation, and reporting with DRR officers and technical team lead and share weekly and monthly program plans and reports with the county DRR team and the senior project officer.
- Facilitate the development of boma/Payam level DRR plans and ensure thorough follow up on implementation
- Organize and conduct basic orientation and/or refresher training on DRR methodology to CMDRR at the county level to ensure sustainability and with their support facilitate the development of boma/Payam level DRR plans and ensure thorough follow up on implementation
- In coordination with senior DRR officer and Field Area Coordinator, ensure compliance with all grant-related reporting requirements and risk management.
- Collect data on monthly basis to update Indicator Performance Tracking Table (IPTT) for DRR activities to track project progress against set objectives.

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- Plan and oversee the implementation of all DRR program activities at the county level to ensure the program meets targets within schedule and budget.
- Represent Pathway to Resilience Program (P2R) program in meetings and coordinate with local authorities, and other humanitarian agencies in the county for DRR to avoid effort duplication.
- Perform any other duties as assigned to him/her by DRR program team leader.

**Typical Background, Experience & Requirements:**

**Qualifications/Experience:**

1. Bachelor's degree from a recognized university in a development or livelihoods related field; Disaster management; agricultural economics and related fields
2. Experience with disaster risk reduction approaches, participatory extension approaches and capacity to work for long periods in field environments;
3. At least 3 years work experience in DRR field or livelihoods
4. Ability to work closely with partners.
5. Computer literacy (MS Office and email/internet).
6. Prior experience in the conflict-affected area preferred
7. Willingness to live and work in an environment where conditions are occasionally harsh and/or volatile.

**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 details, accuracy, and timeliness in executing assigned responsibilities

**Language requirements:** Excellent knowledge in both written and spoken English and knowledge in the local language Toposa, Didinga and Buya is an Advantage.

**Travel Required:** Not less than 50% time traveling to surrounding Payams and Bomas to undertake program activities.

**Key Working Relationships:**

**Supervisory:** None

**Internal:** Food distribution team, Field Area Coordinator, POCU team, and Area Manager.

**External:** CMDRR committees, Local government and County authorities, community and traditional leaders, Local actors, and partners.

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

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

- Trusting Relationships
- Integrity
- Professional Growth
- Partnership
- Accountability & Stewardship
- Strategic Mindset



## MEAL Competencies (for all CRS programs 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 ITT and other 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 submit a **Non-refundable** application letter and CV together with the names of three professional referees not later than **September 14, 2022**.

Address your application letter and CV to Human Resource Department, Catholic Relief Services South Sudan program, Kapoeta Office in a sealed envelope marked **"DRR/KN/004"** OR by Email to [southsudanvacancies@crs.org](mailto:southsudanvacancies@crs.org) (Indicate vacancy No# **"DRR/KN/004"** in the email subject line)

