



Catholic Diocese of Malakal (CDoM)

Vacancy announcement:

Job opportunities: Project Officer -Livelihoods (1 position)

Location: Malakal with frequent travel to the field sites

Starting date: ASAP

Salary: According to CDoM salary scale Depending on experience and qualification

Contract Duration: 12 months renewable depending on performance and funding availability.

Caritas Catholic Diocese of Malakal

Caritas Catholic Diocese of Malakal is the humanitarian and development arm of the Catholic Diocese of Malakal. Caritas Catholic Diocese of Malakal works with poor and disadvantaged communities to overcome poverty and bring about sustainable development and well-being. It aims to protect lives and relieve suffering during emergencies and reduce the risks to vulnerable communities affected by conflict and/or natural disasters. CDoM is looking for a suitable qualified and experienced candidate to fill the position of Projects Officer -Livelihoods.

Key Duties and Responsibilities: -

The Project Officer -Livelihoods is responsible for designing, planning, effective management and successful implementation of livelihoods activities of Catholic Diocese of Malakal.

Under direction of Humanitarian Coordinator and in close coordination with the other team members and different stakeholders, the Project Officer- Livelihoods is responsible for:

- Prepare plans and ensure effective and timely implementation of livelihood activities that target returnees, refugees, IDPs and vulnerable members of the host community in accordance with approved work plans, time schedules, compliance requirements, budgets and quality standards to achieving the project activities, results, outputs and outcomes.
- Actively participate in setting program specific targets in line with overall strategic objectives of the program.
- Identify Livelihoods programming opportunities and participate in assessments and proposals development, budgeting and fund raising for new projects in accordance with the provided guidelines and standards.
- Assist communities identify their priorities, opportunities and resources for effective project implementation
- Design and coordinate assessments, baseline surveys, Post Distribution Monitoring (PDM), KAP surveys, monitoring and evaluation, focus group discussions, key informant interviews, community level review meetings and other similar assessments/surveys and produce reports to inform the programme. Participate actively in contributing to documentation of "success stories" on the interventions and enhance the overall quality of performance.

- Develop monitoring, evaluation and learning (MEAL) tools for systematic tracking of project indicators and carry out MEAL activities of the projects.
- Design, develop and provide necessary training for target communities to develop skills and capacities to improve livelihoods, household productivity and income (related to agriculture, livelihoods, and sustainable use of natural resources and related content)
- Design and implement transparent selection of beneficiaries of based on project indicators, clear selection criteria and participatory methods.
- Ensure consistent application of safeguarding, gender equality, child protection, prevention of sexual exploitation and abuse, anti-corruption policies and other applicable policies as well as risk mitigation and addressing gender, age, disabilities and other vulnerabilities in all aspects of the activities of the projects.
- Facilitate capacity building of project staff and volunteers. Provide technical support to and supervision of the staff and volunteers involved in implementation of project activities.
- Develop project training materials, manuals, brochures and guidelines for the organization.
- Develop and submit timely reports, updates and case studies on the activities and other reports as requested by your supervisor to Caritas Diocese of Malakal and donors.
- Raise purchase requisitions for project activities and materials for the project and submit to finance/logistics on timely manner and makes follow up until delivery and ensure proper utilization.
- Monitor expenditures related to project activities and provide inputs for timely preparation and submission of funds requests, budget revisions and financial reports.
- Establish and maintain close coordination and cooperation with county, local authorities, line government agencies, civil society agencies, and between communities, project beneficiaries and other stakeholders for effective coordination, delivery of project activities sharing of good practices and approaches.
- Contribute to establishment and maintenance of effective coordination and synergies between the project livelihood and other activities (e.g. WASH, Women empowerment, SADI) through sharing of experiences, good practices, tools and lessons learned.
- Represent Catholic Diocese of Malakal in national and sub national cluster meetings and other coordination and networking meetings.
- Perform any other tasks related to livelihoods that may be necessary or assigned by the line manager

QUALIFICATION/WORK EXPERIENCE & SKILLS

- University degree in Rural Development, Economics, Business or related studies
- Minimum 3 years of professional experience, implementing livelihoods project, working in the field of local development, community mobilization, and awareness raising
- Demonstrated technical skills in coordination and development of activities related to supporting farmers to improve farming practices as a strategy for increasing availability of staple foods such as sorghum, maize, sesame, cow peas. Kitchen gardens will be encouraged at household level to produce nutritious vegetables as part of efforts to combat malnutrition.
- Experience in project management, including project planning and MEAL (Monitoring, Evaluation and Learning)
- Experience in budget planning and expenditures monitoring

- Ability and proven experience in transferring knowledge and skills through formal and informal training of staff and volunteers and rural communities

Desirable

- Excellent command of the most common methodologies to identify, assess and monitor livelihood activities, with proven record of achievements.
- Excellent interpersonal, written and verbal communication skills
- Strong analysis skills (qualitative and quantitative)
- Strong cultural awareness and sensitivity
- Good understanding of complex emergencies and crisis contexts
- Experience working with faith-based organizations and especially the Catholic Church or Catholic institutions. Good understanding of the Catholic Church system and knowledge of the Catholic Social Teaching.
- Flexible and creative
- Strong organizational and logistical skills
- Goal oriented with ability to work under pressure, independently and with limited supervision.
- Ability and willingness to work and live in challenging conditions
- Excellent computer Skills.

How to apply

Please indicate the position you are applying for in the subject in your cover letter. Interested applicants should send their application letter detailing how they meet the job requirements, including CV and contact details of three referees addressed to the following two email addresses:

mathewpagan@gmail.com

Nmusiyazwiriyo@cafod.org.uk

Alternatively, you can drop hard copies of your application at:

A) Catholic Diocese of Malakal in the Office of the Bishop or the Vicar General in Malakal town.

B) Catholic Diocese of Malakal Offices in Juba town. The office is located next to Royal Palace Apartment in Hai Amarat, Juba.

C) All the Parishes of Catholic Diocese of Malakal

Closing date is 28th February 2020.

Please note that recruitment will be done on a rolling basis and selected candidates may be invited for interviews even before the closing date.

