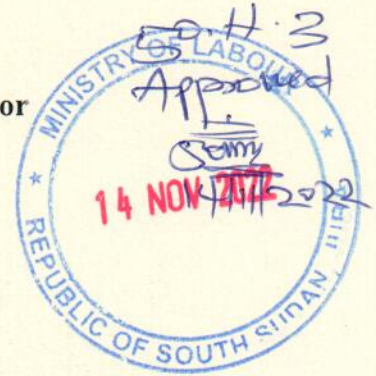




**FOOD FOR
THE HUNGRY**

Job Title : Agricultural Extension Supervisor
Number of positions : One (01)
Location : Melut County
Reports to : FSL Manager
Project : FAO
Start date : As soon as possible
Application deadline : December 2, 2022



VALUES, VISION AND PURPOSE

In 2001, Food for Hungry began working in South Sudan. At Food for the Hungry, we operate under a set of guiding principles we call “The Heartbeat.” This includes our Values, Vision, and Purpose, which serve as the explanation of who we are and how we work as an organization. Together we follow God’s call responding to human suffering and graduating communities from extreme poverty.

BACKGROUND

Under direct supervision of Food Security and Livelihood Manager, the Agricultural Extension Supervisor will work direct with the County Administration, community members, local leaders and partner and will be responsible for the planning and overseeing the implementation of Food Security activities under the FAO project in Melut County.

KEY RESPONSIBILITIES:

1. Key Result #1 -- *Coordination and Representation (15%)*

- Facilitate inception project processes and ensure all stakeholders are informed about the project.
- Represent FH in all related County level coordination forums and provide a summary update of related meetings to the FSL Manager.

2. Key Result #2 – *Take lead in project implementation (50%)*

- Directly supervise Agriculture Field Extension officer ensuring they are receiving enough support to effectively deliver their roles in the field.
- Facilitate identification of project committees (AAP, PMC, SFC) and ensure they are effectively trained and understand their roles and responsibilities.
- Supervise the process of identifying beneficiary households using the target criterion as defined in the project document.
- Receive and account for livelihood inputs and ensure they are properly stored until they are distributed to the final beneficiaries.
- Facilitate the training of farmer groups as per provided guidelines.
- In consultation with the FSL Manager, lead in the day to day field operations, trouble shooting and making implementation decisions that ensure smooth project implementation.

3. Key Result #3 – *Reporting and record keeping (15%)*

- Be accountable and safely keep all official documents generated at the county level including beneficiary registration records, distribution records, financial documents etc.
- Timely production of monthly updates and specific reports as required by the project like training reports, distribution summaries etc and forward these to the FSL manager timely



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4. Key Result #4- Security Responsibilities (With guidance and support from the Access and Safety Officer, FSL manager and the Logistics Manager) (10%)

- Report any security incident to the FSL Manager and Access and Safety Officer ASAP within 24 hours.
- Ensure and be accountable for the safety and security of Agriculture Field officer, Community Mobilizer and Gender Facilitator as they deliver their duties on the ground.
- Be accountable for the safety of all FH assets at the county level including vehicles, office equipment, furniture, motor cycles etc.

5. Other responsibilities (10%)

- Request cash advances to support project implementation and properly liquidate with enough support documents of the cash advance after use.
- Manage day to day field office operations and ensure all the necessary records and documents are generated and filed.

***Please note:** this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

KEY QUALIFICATIONS, EXPERIENCE AND PERSONAL COMPETENCIES

- BSc in Agriculture, Forestry, or Rural Development
- Minimum of 5 years of work experience in facilitating farmer to farmer extension and 3 years of supervising low carder staff
- Vibrant personal relationship with Jesus Christ, a Christian commitment to serving the poor and in full agreement with FH's Christian beliefs expressed in The Heartbeat.
- Ability to work effectively in a team and contribute positively to the development of that team.
- Experience with FAO emergency livelihood support programs is a plus.
- Willingness to work/live/travel within communities in remote areas of South Sudan
- Computer skills especially in e-mail, words and excel
- Ability to work under pressure to beat deadlines
- Ability of report writing, data collection and documentation
- Well motivated team member, able to work alone and/or without supervision
- Experienced in Community Managed DRR and participatory extension methods
- Familiarity with and commitment to child focused livelihood programming and addressing female empowerment in livelihood development.
- Willingness to work/live/travel within communities in remote areas



Safeguarding Policy. FH strives to provide an environment free from sexual exploitation and abuse and harassment in all places where relief and development programs are implemented and it holds a zero-tolerance policy against sexual exploitation and abuse and harassment. Food for the Hungry expects its employees to maintain high ethical standards, protect organizational integrity and reputation, and ensure that Food for the Hungry work is carried out in honest and fair methods, in alignment with the Food for the Hungry Heartbeat and safeguarding and associated policies. Violations to stated policies will be subject to corrective action up to and including termination of employment.



HOW TO APPLY

Interested and qualified applicants are invited to submit their applications, CV and copy of National ID card and certificates to fhss_recruitment@fh.org or hard copy delivery to Food for the Hungry Juba Office, during working hours . To the attention of Human Resources & Administration Manager . Mention the position and location you are applying for on your envelope i.e (Agricultural Extension Supervisor- Melut County).

Due to the urgency of the position, CV received will be reviewed on regular basis and interviews may be conducted before the deadline. Qualified and interested candidates are therefore requested to apply immediately.

This position is for South Sudanese Nationals only. Female Candidates are strongly encouraged to apply. Only short listed candidates will be notified and the application documents once received are not-returnable.

