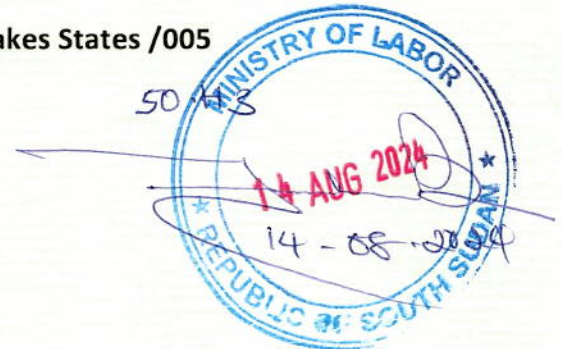


**JOB ADVERTISEMENT**

**VACANCY NUMBER: SPO - DRR/ Akot, Lakes States /005**

**Job Title:** Senior Project Officer DRR  
**Department:** Programming  
**Reports To:** Program Manager  
**Country/Location:** Akot Lakes States, South Sudan



**About CRS**

Catholic Relief Services (CRS) carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. Our Catholic identity is at the heart of our mission and operations. We welcome as a part of our staff, and as partners, people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS has been operational in South Sudan since 1983, focusing on community-based food and livelihood security through agriculture, health, peacebuilding, WASH, emergency relief, and savings and lending activities.

**Job Summary:**

As a lead for the project's DRR team, you will facilitate the achievement of project objectives through coordinating and reporting on all project activities and providing technical guidance and advice to staff and implementing partner(s) advancing Catholic Relief Services' (CRS) work serving the poor and vulnerable. Your coordination and relationship management skills will ensure that the project for which you are responsible applies best practices and constantly works towards improving the impact of its benefits to those we serve.

**Roles and Key Responsibilities:**

- ❖ Organize and lead the implementation of all assigned DRR and WASH and resilience project activities as outlined in the detailed implementation plan in line with CRS program quality principles and standards, donor requirements, and good practices.
- ❖ Ensure learning properly accompanies project activities throughout the project cycle. Support accountability through coordinating project evaluation activities and guiding partners in their efforts to reflect on project experiences. Analyze implementation challenges and report any inconsistencies and/or gaps to inform adjustments to plans and implementation schedules.
- ❖ Coordinate and oversee working relationships with all local project stakeholders and serve as the liaison between them and the project team to mobilize local actors and promote project activities and impact.
- ❖ Supervise and perform ad-hoc inspections of various processes and resources at project sites to ensure timely project activities implementation and adherence to established process standards and procedures. Ensure proper tracking of resource use for project activities through periodic budget reviews and follow-up with and assistance to implementing partner.



- ❖ Support and coordinate capacity building and technical support activities to ensure assigned project activities are implemented per project guidelines and standards.
- ❖ Coordinate provision of any logistical and administrative support to staff and partners.
- ❖ Ensure project documentation for assigned activities is complete with all required documents and is filed per agency and donor requirements. Assist with preparation of trends analysis reports and documentation of case studies and promising practices

❖ **Basic Qualifications**

- ❖ Bachelor's Degree required. Degree in International Relations or in the field of development studies, WASH, DRR and or livelihoods would be a plus.
- ❖ Minimum of 4 years of work experience in project support, ideally in the field of cash for assets, cash for work, WASH and or Livelihoods/DRR and for an NGO.
- ❖ Additional experience may substitute for some education.

- ❖ **Required Languages** – Fluency in English and local languages spoken in Rumbek

- ❖ **Travel** – The position is based in Rumbek East-Akot, with up to 30% traveling to other activity locations.

❖ **Knowledge, Skills and Abilities**

- ❖ Analysis and problem-solving skills with ability to make sound judgment
- ❖ Good relationship management skills and the ability to work closely with local partners
- ❖ Proactive, results-oriented and service-oriented
- ❖ Attention to details, accuracy and timeliness in executing assigned responsibilities

❖ **Preferred Qualifications**

- ❖ Experience working with partners, participatory action planning and community engagement.
- ❖ Staff supervision experience a plus.
- ❖ Experience monitoring projects and collecting relevant data.
- ❖ Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

❖ **Agency REDI Competencies (for all CRS Staff):**

- ❖ Agency competencies clarify expected behaviors and attitudes for all staff. When demonstrated, they create an engaging workplace, help staff achieve their best, and help CRS achieve agency goals. 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.

- ❖ **Personal Accountability** – Consistently takes responsibility for one's own actions.



- ❖ **Acts with Integrity** - Consistently models values aligned with CRS Guiding Principles and mission. Is considered honest.
- ❖ **Builds and Maintains Trust** - Shows consistency between words and actions.
- ❖ **Collaborates with Others** – Works effectively in intercultural and diverse teams.
- ❖ **Open to Learn** – Seeks out experiences that may change perspective or provide an opportunity to learn new things.
- ❖ **Agency Leadership Competencies:**
- ❖ **Lead Change** – Continually looks for ways to improve the agency through a culture of agility, openness, and innovation.
- ❖ **Develops and Recognizes Others** – Builds the capacity of staff to reach their full potential and enhance team and agency performance.
- ❖ **Strategic Mindset** – Understands role in translating, communicating, and implementing agency strategy and team priorities.

**Supervisory Responsibilities (if none, state none)**

**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
- Professional Growth
- Partnership
- Accountability

❖ **Key Working Relationships:**

- ❖ **Internal: Program manager, Other CRS staff**
- ❖ **External: Government line Ministries, Other NGOs staff and CRS partner staff**

*\*\*\*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.*

*Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.*





CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

CRS prioritizes candidates who are citizens/ permanent residents of the country & States where we have CRS offices.

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 apply through this <https://form.jotform.com/242254597243561>  
Please open the link, fill out the form and drop a **Non-refundable** application letter with CV together with the names of three professional referees with recent employer, Copies of Academic Certificate, transcript & National ID not later than **September 2, 2024**.



## JOB ADVERTISEMENT

**VACANCY NUMBER: MA /Akot /004**

**Job Title:** MEAL Assistant  
**Department:** Programming  
**Reports To:** MEAL Officer  
**Country/Location:** Akot Lakes State  
**Number of people required:** (1)



### About CRS

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### Job Summary:

You will assist emergency programming field activities by working directly with local partners and community members in support of Catholic Relief Services' (CRS) work to serve the poor and vulnerable. Your service and community interpersonal skills contribute to projects that benefit local communities that consistently applies best practices and continuously works towards improving its impact.

### Roles and Key Responsibilities:

- Support programming activities at the field level, including beneficiary identification and verification; cash, voucher, and in-kind distributions; and post-distribution interviews contributing to ensuring quality implementation.
- Contribute to ensuring accountability to project beneficiaries and local stakeholders
- Support the monitoring of project activities at the field level, per the M&E plan through collection of data.
- Support community mobilization efforts through communication and information sharing with project beneficiaries at the community level.
- In coordination with the project team support capacity building events for community volunteers.



**Typical Background, Experience & Requirements:**

**Basic Qualifications**

- Diploma level education preferably in statistics, information management, management, social sciences or related field.
- Minimum 1-2 years' work or volunteer experience in supporting community development and mobilization.

**Required Languages** – Fluency in English and local languages spoken in Rumbek.

**Travel** – The position is based in Rumbek East-Akot, with up to 60% traveling to other activity locations.

**Knowledge, Skills and Abilities**

- Observation and active listening skills
- Good interpersonal skills and the ability to interact effectively with diverse groups
- Proactive, results-oriented and service-oriented

**Agency REDI Competencies (for all CRS Staff):**

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- **Lead Change** – Continually looks for ways to improve the agency through a culture of agility, openness, and innovation.
- **Develops and Recognizes Others** – Builds the capacity of staff to reach their full potential and enhance team and agency performance.
- **Strategic Mindset** – Understands role in translating, communicating, and implementing agency strategy and team priorities.



### Supervisory Responsibilities (none)

#### 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
- Professional Growth
- Partnership
- Accountability

#### **Key Working Relationships:**

**Internal:** MEAL Officer, Senior project Officer, Program managers

**External:** CRS Partner staff

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