



COOPERATION



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## VACANCY ANNOUNCEMENT PROJECT OFFICER SOUTH SUDAN

Opening date: Monday 15th July 2019  
Closing date: Wednesday 31st July 2019

### Organization profile:

Interchurch Organization for Development Cooperation (ICCO Cooperation) is an international non-governmental organisation founded in 1964 in the Netherlands and implements programmes with partners in Central, Eastern and Southern Africa since the 1980s. We work towards a world in which people can live in dignity and well-being, a world without poverty and injustice.

ICCO Cooperation is seeking to hire a competent and qualified person to fill the position of Project officer for the South Sudan country office. Below the Job description with further information.

<b>Job title</b>	<b>Project Officer</b>
<b>Specification of the job</b>	The Project Officer (PO) is the interface between ICCO/KIA (Kerk In Actie) and implementing partners in South Sudan, potential donors, the national authorities, and other NGOs. The PO will manage the KIA funded ICCO project in South Sudan, design new projects/programmes and represent ICCO/KIA.
<b>Reporting relationship</b>	The PO reports to the ICCO Country Manager and works closely with the ICCO Regional Head of Programmes, the Emergency Food Security Advisor, the disaster management unit and the finance and administration unit.
<b>Job category</b>	Grade IV of the South Sudan salary scale
<b>Location</b>	South Sudan, Juba
<b>Department</b>	Country based
<b>Job summary/overall goal of the position</b>	The overall goal of this position is to support successful implementation of the KIA funded ICCO projects as well as expansion of the South Sudan program, networking and fundraising, maintaining relationships with the ACT Alliance members in South Sudan, taking part in designing the intervention agenda at the national level, planning meetings with the local partners, continuous support in program design, program roll-out where applicable, program monitoring and evaluation of assigned programs, representation at field level and promoting ICCO initiatives in appropriate meetings with partners and UN clusters.
<b>Duties and responsibilities</b>	Under the direct supervision of the ICCO Country Manager, the PO will be responsible for the following tasks: <ul style="list-style-type: none"> <li>- Monitor the implementation of the KIA funded project and link to relevant program areas of KIA/ICCO to scale up;</li> <li>- Strengthen existing contacts and develop new contacts with ACT Alliance members, partners, UN clusters, donors, civil society networks and organizations and realize an inventory of potential collaborators and donors.</li> <li>- Take part in defining the priorities and the intervention agenda at the national level, with the ICCO regional programme team;</li> </ul>

ICCO and Kerk in Actie are members of ACT Alliance, a global coalition of Churches and church related organizations that work together in Development, Humanitarian Assistance and Advocacy

Member of the  
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	<ul style="list-style-type: none"> <li>- Support the development of concept notes, proposals and other documents for the design of the new projects and programs;</li> <li>- Identify funding opportunities and inform the Country Manager and the regional program team every month;</li> <li>- Monitor and report to the regional office on political and social developments in South Sudan particularly those that affect the work of ICCO (such as NGO regulations, humanitarian space; debate on civil society role in relation with the overall political and social trends; relevant new initiatives launched by other leading donors and stakeholders; etc.);</li> <li>- Follow ICCO's project cycle management procedures and monitoring and evaluation procedures;</li> <li>- Conduct frequent monitoring of partner projects, preparation of quality progress reports and communication materials;</li> <li>- Together with the Country Manager he/she will ensure that all the narrative and financial reports are completed and submitted by partners on time;</li> <li>- Maintain linkages with the South Sudan Joint Response partners and ACT Alliance members and report possibilities for collaboration to the country manager and regional office;</li> <li>- Participate in cluster meetings, the ACT country forum and technical working group meetings where relevant and when required;</li> <li>- Carry out any other tasks as may be assigned by the Country Manager to ensure successful management of the ICCO program in South Sudan.</li> </ul>
<b>Key result areas</b>	<ul style="list-style-type: none"> <li>- Successful acquisition of new projects and programs</li> <li>- Effective coordination with the Joint Response and Act Alliance members and partners</li> <li>- Good working relationships with partners and local government</li> <li>- Successful management of the KIA funded ICCO project in South Sudan</li> <li>- Quality report writing</li> </ul>
<b>Person specifications</b>	<p><b>Qualifications and Skills needed</b></p> <ul style="list-style-type: none"> <li>- Bachelor's degree in Development Studies or Agriculture</li> <li>- Knowledge on disaster risk reduction, emergency preparedness and response.</li> <li>- Proven track record of effective project/program management, particularly related to project start-up.</li> <li>- Minimum of 2 years experience in implementing emergency and/or development programs</li> <li>- Specialist skills and knowledge relating to food security and livelihoods; including entrepreneurial abilities.</li> <li>- Good interpersonal and communication skills.</li> <li>- Experience in working and coordinating with partners, government and donor agencies.</li> <li>- High motivation, initiative and adaptability.</li> </ul>



	<b>Competences:</b> <ul style="list-style-type: none"> <li>- Strong writing skills</li> <li>- Strong experience of proposal writing / grants acquisition and good understanding of donor and UN regulations</li> <li>- Highly organized, efficient and able to meet deadlines</li> <li>- Ability to efficiently and effectively produce high-quality reports under tight deadlines</li> <li>- Entrepreneurial thinking and strong networking ability</li> <li>- Be inspired and innovative</li> <li>- Results oriented</li> <li>- Affinity with the protestant character of ICCO and Kerk in Actie</li> </ul>
<b>Terms of employment</b>	The ICCO regional human resource manual and the South Sudan terms of employment
<b>Working hours</b>	<ul style="list-style-type: none"> <li>- 40 hours a week</li> <li>- Travel within the program areas as when needed</li> </ul>

**How to apply**

Interested candidates should go to <http://icco.hrmagic.co/careers/> and apply online. Ensure you fill in all the required fields and submit accordingly. The final deadline for submissions is Friday 26th of July, 2019 at 17:00 hrs. Only applications submitted before the deadline will be considered. Short listed candidates will be interviewed in the week of 5th August.

