

VACANCY ANNOUNCEMENT

Action Against Hunger is a non-governmental organization whose aims and mission is to save lives by eliminating hunger, under-nutrition, particularly during and after emergency situations like disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods (FSL); water, sanitation and hygiene (WASH) and advocacy.

Action Against Hunger USA is currently looking for a qualified **South Sudanese Nationals** to fill in the position of **Food Security and Livelihood (FSL) Program Manager** 01 position

Position open date: **October 19, 2022**

Closing date: **November 7, 2022**

Expected Start date: **December 1 2022**

Contract Duration: **12 Months with possibility of extension**

Location: **Roving**

I. **Summary of position**

II. **Summary of position**

Under the supervision of the Food Security and Livelihood Coordinator, the Food security and livelihood manager will directly work with beneficiaries of ACF-USA South Sudan Mission through supporting the implementation and management of the food security related projects through ensuring quality implementation of key deliverables, ensuring monitoring and follow up of activities implementation, project staffs management and in close coordination with other ACF colleagues, especially the team leader of each deployment. He/She will be flexible based on the assigned food security and livelihood projects to be managed.

Purpose:

Provide direct leadership for the management and implementation of food security and livelihood project. Ensure that ACF priorities and policies are implemented within the FSL program.

Ensure the FSL projects in the location are fully integrated with the WASH and Nutrition Departments and other sectors.

Support technically the FSL staffs at the area of operations and in other emergency deployments sites. Identify possible funding gaps and support the development of concept notes and provide inputs for proposal design. Ensure performance reviews are conducted for field staffs. Support field offices and field teams as appropriated.

Engagement:

Sub-FSL Cluster and Technical working groups at field level.

Relevant state and county line ministries

Other humanitarian actors within the field location.

Delivery:

High quality staff coaching

Support field level assessments.

Support concept note/provide inputs during proposal design.

Reporting (monthly, quarterly and end of project reports).

Documentation of best practice.

FSL update as required

FSL Project Activity Progress Report (APRs)

III. **Essential job functions**

1. **To ensure the appropriate and timely implementation of all Food Security and Livelihoods projects.**
 - Manage food security and livelihood national team for programme implementation and achievement of the fixed results.
 - Preparation of work plans and work activities.



- Establish plan, supervise and maintain a regular monitoring and evaluation system (field visit, regular program monitoring, budget forecast, staff evaluation and planning, donors' reports, monthly reports, etc.) for all the activities according to the logical frame work of the projects in consultation with the head of FSL.
 - Archive all the project technical documents for an easy access to all the project team members;
 - Ensure timely submission of technical and activity reports in agreed format and frequency to the Field Coordinator and head of FSL.
 - Control and approve the requests from the project team before communicating them to the admin/log department (Procedure, budget and result to be achieved needs to be check.
 - Ensure the quality, quantity and timely delivery of supplies as per planned activities.
 - Budget forecast and ensuring adequate budget monitoring (bi-monthly, monthly and quarterly).
 - Forecast on a monthly basis the logistics operations needed for the next quarter (per week) to the logistics department.
 - Update Head of emergency Department and Head of FSL on a weekly basis the next week planning of the project team according to the ACF achievements and updated project priorities.
 - Update Head of emergency Department and Head of FSL on a monthly basis the annual work plans and monitoring system according to the achievement.
 - Assess and train the Food Security and Livelihoods teams and counterpart staff capacity so that all team members have the capacity to achieve the project objectives including performance evaluation;
 - Analyze and report the humanitarian needs and provide clear and detailed recommendations to Field Coordinator and head of FSL for intervention.
2. **To work in team with all ACF staff and other stakeholders to maximize the program impact and effectiveness**
- Support the head of FSL in preparing concept notes in response to exiting needs and funding gaps.
 - Assist Field Coordinator and head of FSL in proposal writing.
 - Propose new directions for future activities and sustainability of the activities.
 - Report directly to the Head of emergency Department all project operations and activities.
 - Coordinate and collaborate with other project components, local partners and with other ACF departments (WASH, Nutrition, Admin & Finance and Logistics).
 - Participate in and support programme evaluation and capitalization.
3. **Represent ACF externally with local authorities, donors and partner agencies**
- Represent ACF externally and coordinate with government authorities, NGOs and UN agencies at local level; give regular updates to the main stakeholders as necessary.
 - Ensure that relevant stakeholders have a clear understanding of ACF charter, background, program objectives and activities in the field.
 - Collaborate with potential partners (local committees, farmers groups, etc.) in the field to improve the coverage and the efficiency of ACF programs.
 - Engage technically and coordinate project implementation with Partner' VSF-C team on livestock activities in area of emergency deployment;
 - Regular Joint visit of with VSF-C field activities and report on the same to ACF line manager
 - Ensure active presence and participation in local FSL groups and cluster meetings.
 - Host donor visits as needed to ensure correct application of visibility rules on behalf of donors.
4. **Other responsibilities**
- Support the organization and review of the job descriptions of the project team according to the project needs.
 - Any other task required to achieve the results and objectives of ACF.

IV. **Supervisory Responsibilities**

Will be required to supervise FSL officers, Assistants and Intern whenever the need arise.

V. **Physical Demands**

To travel to the field, the employee must attest to a level of physical fitness, capable of enduring physically difficult, highly stressful situations, which may include the necessity to walk long distances, to eat a limited diet and/or to reside in potentially uncomfortable/challenging housing or tents while offering emergency response. The physical demands described here are representative of those that



must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

VI. Working Conditions, Travel and Environment

- The duties of the job require regular job attendance at least five days per week. Must be available to work outside normal office hours or on the weekends as necessary.
- Must be able to travel as required in any part of the Country where the team will be deployed.
- All Action Against Hunger-USA employees are required to engage with and follow the performance management program in place.

VII. Gender Equality Commitments:

- Fostering environment that supports values of women and men's equal access to information.
- Provides an environment where women and men must be promoted based on the performance objectives.
- Respect for beneficiaries, women, men, children (boys & girls) regardless of gender, sex, disability, religion, etc.
- Value and respect for all cultures.

VIII. Commitment to Safeguarding

- Responsible to fully understand and adhere to Action Against Hunger's safeguarding policy, PSEA and child safeguarding policies as well as its Code of Conduct and Charter of Principles.
- Respect all policies during professional as well as private time and ask for clarification if needed.
- Accomplish tasks in a way not to harm children, vulnerable adults and other communities we serve, or expose them to risk of abuse and exploitation.
- Report all safeguarding concern according to the applicable reporting system.
- Create and maintain an environment free of abuse and exploitation.

IX. Required Skills, Competencies & Attributes

- Excellent communication, writing and analytical, representation and negotiation skills
- Experience in humanitarian settings delivering agriculture, livestock, cash and other livelihoods based programming, required in complex emergency and post conflict settings
- Experience of working with migratory and/or agro-pastoral and IDP populations
- Experience of working on DRM projects, agricultural and non- agricultural value chains.
- Experience of analyzing FSL frameworks and development of context specific livelihoods graduation model.
- Experience with major institutional and UN donors and donor procedures (ECHO/EC, OFDA/USAID, CIDA, SDC, etc.)
- Willingness to travel in the field and live in uncomfortable conditions when necessary
- Familiarity with AAH and acceptance of AAH's principles
- High level of fluency in both written and spoken English

X. INTERNAL & EXTERNAL RELATIONSHIP

- ❖ Head of FSL Department: Direct supervision and technical line manager.
- ❖ Head of the department: Hierarchical relationship - coordination - exchange of information.
- ❖ Other Program staffs (Health, Nutrition, Protection, WASH, Finance, Log & HR): exchange of information and coordination (integrated approach).
- ❖ SMOH: exchange of information, & collaboration of activities.
- ❖ Local community leaders: exchange of information, & collaboration of activities.
- ❖ Local Government Authorities: exchange of information, coordination and Collaboration.



REPORTING RESPONSIBILITIES

- ❖ Keep tracking of all accomplished FSL activities in the mission and support the FSL HoD in monthly report write-up
- ❖ Support the in donor report.
- ❖ Prepare the monthly consumption report for drugs and medical items and share with the Head of Emergency & FSL HoD.
- ❖ Weekly/monthly FSL stock report
- ❖ Weekly/monthly activity report

POSITION REQUIREMENTS/ QUALIFICATIONS

- Bachelor/ Master's degree in agronomy, agriculture-economic, agriculture education and extension, socio-economic, rural development, anthropology, geography, international development etc.
- Knowledge on food security & livelihood, cash and voucher programming is an added advantage.
- Minimum 3 years work experience in similar setting and responsibility.
- Intermediate computer skills (MS Word, Excel, power point, Outlook)
- Experience in FSL project design and implementation.
- Experience in developing training materials and facilitating workshop
- Experience with participatory fieldwork methodologies, monitoring and reporting
- Knowledge of project implementation
- Capacity to manage a team

SKILLS & EXPERIENCE

ESSENTIAL	<ul style="list-style-type: none">▪ A good understanding and experience of working with Country FSL Officials, State Ministry Officials, donors and UN agencies especially in fragile states like South Sudan▪ Knowledge of the local context & can easily communicate with the local language▪ Ability to work in resource constrained regions▪ Good communication skills and ability to influence the community.
PREFERRED	<ul style="list-style-type: none">▪ Organization skills are necessary.▪ Clear understanding of Team Work.▪ Flexible personality and negotiation skills.▪ Willing to work under high case-load of beneficiaries.• Experience with Action Against Hunger activities

Safe guarding Commitment

Action Against Hunger has zero tolerance towards all forms of harm and abuse. We take concerns and complaints relating to safeguarding issues involving our staff, partners and suppliers very seriously. **We will take action to vigorously investigate and manage any violations or alleged violations of this policy**

To apply, please! Send your cover letter and CV with three professional References to recruitment@ssd-actionagainsthunger.org specifying **Food Security and Livelihood (FSL) Program Manager:** as the title of your email.

The deadline for applications is **November 7, 2022 at 5:00pm**. We do appreciate your interest to work with us; However, Only shortlisted Candidates will be contact.

"This Position is Open to South Sudanese Nationals Only"

