

**NORWEGIAN REFUGEE COUNCIL(NRC)-SOUTH SUDAN  
VACANCY ANNOUNCEMENT**

**Position:** Project Coordinator FSL  
**Reports to:** Area Manager  
**Supervision of:** 1 Team Leader and 3 Project Officers  
**Duty station:** Bor  
**Travel:** 40% to Field Offices  
**Project number:** SSFM12107  
**Duration and type of contract:** 4 Months/Definite Contract



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The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer emergency humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core competencies include Education, Shelter, WASH, Food Security & Livelihoods (FSL).

All NRC employees are expected to work in accordance with the organisation's core values: dedication, innovation, inclusivity and accountability. These attitudes and beliefs shall guide our actions and relationships.

Being an employee of the Norwegian Refugee Council (NRC) in South Sudan, the Project Coordinator is expected to represent NRC in a responsible manner and always act in accordance with NRC's Code of Conduct.

**REPORTING TO: Area Program Manager (APM)**

**1. Role and responsibilities**

The purpose of the FSL Coordinator position is to implement delegated FSL project portfolio activities. The following is a brief description of the role.

**Generic responsibilities**

- Line management of FSL project field staff
- Adherence to NRC policies, guidance and procedures
- Contribute to FSL strategy development, project proposals and provide input on needs and gaps
- Manage and implement delegated portfolio of FSL projects (activities, budget and project documentation) as delegated from APM in line with proposals, strategies and donor requirements, and ensure high technical quality
- Provide regular progress reports to APM (AM and Core Competency Specialists if no APM)
- Ensure that projects target beneficiaries most in need of protection, explore and assess new and better ways to assist
- Promote and share ideas for improvement and necessary changes in the activities
- Ensure capacity building of project staff and transfer key skills
- Liaise and collaborate with relevant local authorities and other key stakeholders





- Promote the rights of IDPs/returnees in line with the advocacy strategy

### Specific responsibilities

- Provide day-to-day supervision and support to the FSL teams including implementation of Human Resources related processes (recruitments, orientation, training, performance management)
- Conduct weekly staff meeting to review achievements, challenges and way forward.
- Submit monthly and quarterly and project final reports outlining achievements, challenges and the next plan activities.
- Organize and conduct quarter work progress review meetings
- In close collaboration with M&E Team Leader, ensures that lessons learnt and success stories are effectively documented and shared.
- Ensure that detailed annual work plans and budget for all food security and livelihoods activities are prepared in a coordinated and timely manner.
- Encourage beneficiaries to ensure good agricultural production practices restored and strengthened
- Ensure Household and community livelihoods restored and diversified as outlined in the project Letter of Agreement (LoA) with resource partner.
- In collaboration with FAO, ensure the marketing of FSL project products in Jonglei State
- Ensure community and intercommunal resource sharing and management practices strengthened and participatory.
- Represent NRC in relevant cluster meetings and partners' forum
- Actively promote synergies between NRC's FSL and other teams
- Any other task relevant to the position as requested by the Supervisor.

### **QUALIFICATIONS/ EXPERIENCE / SKILLS / PERSONAL QUALITIES**

- All employees of the Norwegian Refugee Council should adhere to our Codes of Conduct and the four organizational values: **Dedicated, innovative, inclusive and accountable.**
- Should be able to work with minimum supervision
- Must be highly reliable, mature, and able to work independently as well as in a team
- Flexible, creative and co-operative, and a sense of humour is an asset
- Positive attitude and passionate about Protection in emergency is essential

### **Qualifications and Competencies**

These are **skills, knowledge and experience** that are important for effective performance.

#### **Generic professional competencies for this position:**

- Educational level required: At least Bachelor Degree in Agriculture/Agronomy or Livestock and Fisheries or related field with minimum 3 years' experience in field of Livelihood & Food Security
- Experience from working as Project Coordinator FSL in a humanitarian/recovery context
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Knowledge about own manager skills/profile
- Fluency in English, both written and verbal



**Context related skills, knowledge and experience**

- Relevant experience and ability to manage programs in insecure environments
- Experience of working with and/ or commitment to humanitarian standards eg SPHERE
- Technical Training qualifications required: Project Management or related.
- Knowledge of Jonglei area contexts
- Knowledge of the local language (Dinka/basic Arabic) – if different than English
- Experience with start-up, exit or similar

**Application Procedure:**

The applicant must provide a detailed CV and an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.

Please do not submit original certificates. submitted application documents will NOT be returned.

Applications must be submitted no later than on the **5<sup>th</sup> March 2021** on line or by email to [SS.job@nrc.no](mailto:SS.job@nrc.no) or in an enclosed envelope clearly marked "Application for **Position of Project Coordinator FSL**" to NRC offices in these locations:

- Human Resource Office in Juba
- Human Resource Office in Alek
- Human Resource Office in Aweil
- Human Resource Office in Mankien
- Human Resource Office in Wau
- Admin and Human Resource Office in Bor and Akobo, Duk and Twic East

**Only short-listed candidates will be contacted, by e-mail or by phone.**

**THE POSITION IS OPEN FOR SOUTH SUDANESE NATIONALS ONLY, WOMEN ARE STRONGLY ENCOURAGED TO APPLY**

*Approved by Labour office*

*Bor, Jonglei State*



**FLYKTNINGEN ALPEN**  
NORWEGIAN REFUGEE COUNCIL