



Norwegian People's Aid

South Sudan

Advertisement For Team-leader Based In Fangak



Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan.

NPA has worked in South Sudan since 1986 and currently runs three programmes: Civil Society Development, Rural Development, and Emergency Response.

NPA is currently implementing Emergency intervention of General Food Distribution (GFD) and Blanket Supplementary Feeding Program (BSFP) and wishes to recruit a highly competent, proactive and self-driven individual (South Sudanese), for the position of **Team-Leader** based in Fangak.

The contract for this position is Definite Contract with possibility of extension based on funding and satisfactory performance.

Purpose of the Position:

Team leader is responsible for the field level overall planning, coordination and implementation and monitoring and evaluation of projects implemented by NPA and its partners.

Duties and Responsibilities:

1. Project Planning and Designing

- Participate in data collection/assessments for use in project development and proposal writing.
- Carry out a situational analysis with the objective of developing the detailed work plan and activities to be implemented in a specific period.
- Participate in the development of a detailed work plan for the implementation of the projects.

2. Project Planning and Implementation

- Plan for all resources and implement all project activities as per the project designs.
- Handle logistics, finance and administrative aspects of the project in accordance with rules and procedures.
- Coordinate with the Country office to address any arising issues in the project area about project implementations.
- Manage the accountability for all expenditure as per the approved budgets.
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- Carry out regular, data collection and analysis as per the monitoring and evaluation plans.

3. Warehouse Management, Commodity Tracking and Reporting

- Implement the NPA's warehouse systems and procedures at Field level
- Mentor and Supervise Store Keepers to efficiently maintain stock record of commodities received and released out.
- Ensure the management, maintenance and safe keeping of all commodity records such as waybills and all food release notes (FRNs)
- Manage and ensure maintaining of commodity stock registers



- Prepare weekly/Monthly and/or on need basis commodity reports in coordination with the Head of Sub Office.

4. Develop Capacity of the Project Staff and Beneficiaries.

- Conduct a training needs assessment of staff, community facilitators and beneficiaries (where applicable) to improve project implementation.
- Prepare the training materials for the training needs identified and those stipulated in the project document.
- Conduct field visits to supported beneficiaries to share skills and knowledge.
- Train project staff and beneficiaries on approved project activities.

5. Supervise Project Operation

- Collect weekly progress reports from project staff and check financial expenditure to ensure funds are used in accordance with planned activities, budget and NPA policies.
- Supervise and follow up on project activities and document field challenges for smooth implementation.
- Monitor and evaluate the quality of extension delivery to beneficiaries and use of grants.

6. Coordinate and Establish Linkages for Visibility & Project Support in the Community.

- Establish good working relationships with local and community leaders for the smooth implementation of the project activities.
- Participate in coordination meetings of the sector agencies to ensure the NPA operations are clearly understood by the local authority & other agencies in the area.

7. Manage Human Resource at Field Level

- Set performance targets, monitor performance and conduct staff appraisals.
- Mentor and guide staff in project activities.

8. Act as security focal point

- Act as security focal point for all implementation of NPA South Sudan security systems in their operational area and projects.
- Ensure that staff adheres to approved NPA Security systems, both globally and locally, and plan accordingly.
- Implement and follow NPA South Sudan security procedures, and ensure that timely reporting on security matters occurs to the appropriate channels.
- Ensure that all security equipment are in place and used as designated, and maintained regularly.
- Ensure that all facilities are secured according to policy and standards.
- Responsible for reporting to NPA CO Juba about security status on facilities. Requisitioning and putting in place appropriate material and equipment to abide to these standards.

10. Any other duties that may be requested and assigned by the supervisor from time to time.

KEY PERFORMANCE INDICATORS:

- a. Detailed project implementation plan in place.
- b. Implementation of activities as per the plan.
- c. Compliance to project budget and donor rules
- d. Timely submission of reports



Desired Qualifications/Skills/Experience:

Bachelor's degree in Agricultural Sciences, Development Studies, Social Sciences or relevant field.

Four years of relevant experience

Personal Competencies:

1. Project Management skills
2. Team leadership & People management skills
3. Strong communication and negotiation skills
4. Good team player

Work Relationship

Internal:

- All field staff
- Operations and Program team in Juba.

External:

- Government ministries and departments.
- Food security cluster
- Other NGOs in the area
- Partners
- Relief Rehabilitation Commission (RRC) or ROSS

NPA South Sudan is an Equal Opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.

Qualified female candidates are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: recruitment-rss@npaid.org

Hard copy application and CV/Resume can also be delivered to the NPA South Sudan Head Office, Martyrs Street (opposite UNICEF) Juba Office and NPA Fangak Office.

Applications submitted after 12:00 noon on Monday 15th February 2021, will not be considered.

Submitted copies of academic transcripts will NOT be returned to the applicant.

Only Shortlisted candidates will be contacted.

