



Vacancy Announcement

For – ERD Deputy Manager

Job Title: ERD Deputy Manager	Duty Station: Nyal
Number of positions	1
Department: ERD	Section: Economic and Recovery Development
Supervisor: ERD Manager	
Other Relationships: ERD Coordinator Field Manager	
Staff Managed: : ERD Officer, Agriculture Officer and Agribusiness Officer.	

Organization Description

The International Rescue Committee, one of the world's largest humanitarian agencies, provides relief, rehabilitation and post-conflict support to victims of oppression and violent conflict in 42 countries. IRC is committed to bold leadership, innovation and creative partnerships. South Sudan, an independent nation since 9 July 2011, is emerging from decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance and self-determination. The security situation remains fragile and the operational context is challenging. IRC has been in South Sudan since 1989 and currently operates in Northern Bahr el Ghazal, Lakes, Unity, and Central Equatoria States implementing programs in the areas of Health and Nutrition, Protection and Rule of Law, Child Protection, Education and Economic Recovery and Development (Livelihoods).

Program Background:

The IRC is implementing Economic Recovery and Development (ERD) programs in South Sudan since November 2014. IRC anticipates additional funding from OFDA to implement an integrated Strengthening GBV Response and Coordination, Integrated Health, Livelihoods, Nutrition, and Protection Response in South Sudan. The livelihoods component will implement Economic Recovery and Market Systems activities in Nyal through provision of livelihoods restoration, financial services to and market systems strengthening support. Community will engage in cash for work activities to rehabilitation rural market foot paths and flood control channels and establish village savings and loans associations (VSLAs). Youths aged 17- 35 years will be supported to access market relevant business skills trainings and in-kind start-up grants. Overall, the project aims at improving the safety and quality of life of disaster affected people and the recovery of local market systems Nyal payam, Panyijiar County.

JOB PURPOSE:

The Deputy Manager position will directly lead the Economic Recovery and Market Systems programme in Nyal Payam under the supervision of the ERD Manager Nyal. Other additional asks may include voucher programming, in-kind distributions, or the provision of agricultural inputs in emergency response. These activities are designed to help people to restore their economic assets lost during the conflict crisis. The Deputy Manager will supervise the ERD Officer and Infrastructure Technical while working closely with ERD Manager and Field coordinator in Nyal. Both will seek

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technical support from the ERD Coordinator based in Juba. The Deputy Manager will work coordinate with partner organizations to align projects strategies and ensure quality implementation of program activities in Nyal. Overall s/he will oversee the cash for work activities, Village Savings and Loans Associations (VSLA) and the youth entrepreneurs skills development activities.

Major Responsibilities:

Programme implementation

- Prepare and maintain/update detailed work-plan(s) that support and achieve the overall grant timeline and completion date
- Provide direction and monitor staff in their implementation of the work-plan and quality of technical activities, share relevant information and direction to improve quality and achieve timelines.
- Assist the ERD Manager in developing procurement plans, monthly program spending plan and cash forecasts
- Lead field implementation of the households' assessment surveys for all cash for work beneficiaries, ensuring that the most vulnerable households are selected, and work closely with the M&E Officer for input into beneficiary databases.
- Ensure proper work allocation and monitoring of cash for work activities and subsequent planning and execution of cash distribution to beneficiaries, including proper documentation accordance to SOPs
- Responsible for assessing and capacity building and mentoring to the exiting functional community feedback and complaint mechanism in support of cash for work in Nyal.
- Ensure that beneficiaries receive timely and quality post-cash distribution services (visits, following up on complaints, questions, referrals, etc.).

Staff Supervision & Development

- Directly supervise ERD Officer, Infrastructure Technician and Field Assistant for quality project implementation and data collection and analyses.
- Maintain open and professional relations with team members, promoting a strong team spirit and providing oversight and guidance to enable staff to successfully perform in their positions.
- Ensure timely completion and submission of monthly timesheets, probations reviews and annual performance reviews.
- Plan, coordinate and oversee staff work-plans, work and vacation schedules, and staff training/development activities
- If/as required identify staff performance issues and work with Human Resources to document and address these in accordance with the National Staff Employment Policies.
- Coordinate closely with other team members, including the Supply Chain and Finance, as well as M&E team and partner organization staff

Programme Monitoring & Reporting responsibilities

- Undertake regular field monitoring visits to assess progress and identify technical quality issues and/or other implementation issues, provide solutions, and implement modifications as required.
- Assist in the collection of data, assessments, and proposal development for the sector.
- Produce/contribute to IRC and donor reports as per set schedules (monthly, quarterly, and annually) on grant activities, indicators, and achievements.
- Ensure all monitoring activities conducted by the program and are fully documented, including systematic and timely data collection as required under the grant and for IRC M&E purposes.

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- Coordinate with the ERD technical lead to organize M&E team field visits and ensuring timely sharing information on ongoing activities and plans.
- Ensure Joint Monthly Market monitoring is conducted in a manner that presents IRC as a Market leader and timely submission to REACH.

Coordination and Representation

- Work closely and coordinate with IRC local supply chain, finance and other program staff to ensure timely and compliant program activities and expenditures, including active participation in grant opening/closing and review meetings.
- Maintain a good working relationship with all active partners, State and County Local government officials and behave in a manner that safeguards IRC Public image.
- Consistently and proactively monitor/assess the safety and security of the team; promptly reporting concerns or incidents to the ERD Manager and Field Manager to liaise with community leaders and other external parties as required to maintain/enhance the security environment for IRC programs.
- Consistently and proactively monitor/assess the safety and security of all cash for work beneficiaries and reporting concerns or incidents to IRC management and liaising with community leaders and other external parties as required to maintain/enhance the security environment for the ERD program
- Perform any other duties as assigned by the ERD Manager

Key Working Relationships:

Position Reports to: ERD Manager

Position directly supervises: ERD Officers, ERD Infrastructure Technician and ERD field assistants

Job Requirements:

Education:

- Diploma or degree in Economics, International Development, Agronomy or Nutrition: Bachelor of Arts or Science in Social Science, Economics, Agriculture, Food Security, Public Health, or related field or business degree

Work Experience:

- 1-2 years of experience implementing cash transfer, cash for work, or cash voucher programs, or other applicable non-profit experience. Additional technical experience in finance mechanisms or monitoring and evaluation preferred. Proven abilities in coordination within teams and with other stakeholders.
- Prior experience in developing program implementation work-plans, data collection and analysis, and program reporting

Demonstrated Skills and Competencies:

- Strong ability to organize work, meet deadlines, maintain composure, prioritize work under pressure, coordinate multiple tasks and maintain attention to detail
- Excellent interpersonal and problem-solving skills, creativity and flexibility
- INGO experience preferred

Personal qualities:

- Works well in and promotes teamwork, comfortable in a multi-cultural environment, flexible and able to handle pressure well.
- Proven abilities in developing work plans, data collection and analysis and performance monitoring.

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- Personal qualities: Works well in and promotes teamwork, comfortable in a multi-cultural environment, flexible and able to handle pressure well.
- Computer knowledge is essential /Advance

Language Skills:

- Fluency in English Language both written and spoken is required

Standards for Professional Conduct:

All IRC staff must adhere to THE IRC Way Standards for Professional Conduct and the IRC country employment policies. These include Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

IRC is an Equal Opportunity Employer. IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.

Work Environment:

Security level orange. Although the security situation in Juba is calm now, Nyal field site may be volatile in some cases and require adherence to security protocols. Hopes the signed peace agreement will improve the life of the people all over the country.

Housing:

In Nyal, sleeping accommodations is in tent and or traditional grass thatched structures. Electricity and internet is limited to several hours per day. Individual contributes towards food which is prepared in a communal kitchen in the hub by a hired cook. **Candidate may be required to operate from own dwelling.**

How to Apply:

Interested applicants should submit a updated **CV with 3 references** (please indicate referees telephone number and email address) and copies of academic and training certificates, a copy of official **ID** and **day time telephone contact** addressing it to the Human Resources Department , IRC South Sudan and email the above documents to SS-HR@Rescue.org .

Alternatively, applications can be hand-delivered to IRC field office in Ganyliel/Nyal Field Office and Head office in Juba.

Deadline for submission: 25th May 2020

NOTE: Only short-listed candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC

Name (Staff): _____

Name (Supervisor): _____

Signature: _____

Signature: _____

Date: _____

Date: _____

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