



**Vacancy Announcement: Project Officer-Awerial, Lakes State**

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 wishes to recruit a highly competent, proactive and self-driven individual (**South Sudanese National Only**), for the position of **Project Officer** under Rural Development) to be based in **Awerial**, Lakes State. The contract for this position is Definite Contract with possibility of extension based on performance and funding.

**Purpose of the Position:**

Project Officer position is responsible for the implementation of FSL activities/Farmer groups formation, providing oversight and guidance during project implementation, Demo Plot establishment and development of livelihoods training manuals, distribution of crop kits, vegetable kits and other project materials. The PO is also responsible for implementing project activities, including developing, organising, delivering, distributing inputs, training beneficiaries and reporting. The Project Officer will be expected to update the work plan, timetables and schedules and prepare reports (Weekly, Monthly and Quarterly).

**Duties and Responsibilities:**

**1. Project Implementation and Planning [60%]**

- Undertake all RD project activities (including crop Assessment, Demo plot and Farmer Field School establishment, agricultural extension, and home garden plot development.
- Facilitate beneficiary trainings on Climate Smart Agriculture (CSA) approaches, increased productivity, embark to diversify on nutritious -rich foods and development of local strategies of DRR.
- Plan, organize and execute the implementation of Livelihoods related project activities in line with the project documents
- Manage the accountability for all expenditures as per the approved budgets.
- Facilitate project related logistics, finance and administrative aspects of the FSL activities following NPA rules and procedures.
- Facilitate discussions and planning processes within the project/program and partners.
- Participate in the development of project proposals, as delegated
- Ensure achievement of implementation targets as well as monitoring and evaluation indicators.
- Develop/adapt training materials for the training of beneficiaries
- Participate in capacity building of project staff, beneficiaries and partner organizations through suitable training activities identified and recommended after conducting the capacity assessment.
- Support the training manual design and development for different beneficiary groups.

**2. Monitoring and Evaluation [10%]**

- Participate in internal and external monitoring and evaluation exercises.
- Conduct regular field monitoring visits to project sites.
- Capture and share project significant change stories.
- Provide capacity-building support and mentoring to Extension Staff, including field-based staff in the field offices and other field locations as required.
- Supervise visits, monitor and report on activities done by the partner organization.
- Participate in baseline surveys and appropriate assessments and submit reports for necessary actions.

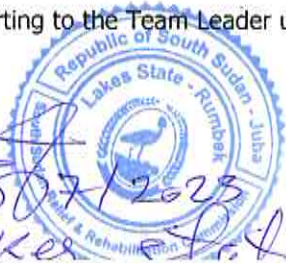
**3. People Management and Supervision [10%]**

- Supervise the extension workers and plan together for implementation of project activities.
- Conduct staff (CBEWs) performance appraisals to enhance employee productivity and development.
- Provide capacity-building support and mentoring to Community Based Extension Workers as required.

**4. Reporting [10%]**

- Submit 5 Ws to the Team Leader as specified in the reporting calendar
- Submit information on activity achievement to be captured in the Monthly Activity Tracking Table for the projects underway
- Provide regular internal reporting to the Team Leader using standardized tools and formats such as the Project Management Framework.

Approved  
by RRC 27 JUL 2023  
Lakes State



- Prepare and submit weekly reports to the Team Leader
  - This will include the collection of accurate data on project results and objectives, supported by appropriate information and analysis.
- 5. External Relations [10%]**
- Meet and liaise with relevant Ministry of Agriculture and fisheries staff, County Agriculture Coordinators, NPA consultants, the private sector, and other donors working in agriculture to ensure synergies are created, and resources are leveraged;
  - Attend relevant meetings, as delegated by the Team Leader, and attend all other project level meetings.
  - Facilitate or undertake communication and liaison activities to actively consult and involve beneficiaries, key informants, actors, partners and stakeholders in all stages of project design and implementation
  - Cultivate good relations with key humanitarian actors – local and international through regular attendance at technical meetings and bilateral meetings.

**6. Any other duties that the supervisor may request and assign.**

---

**Required Qualifications:**

Degree or Diploma in Agricultural Economics / Agricultural Sciences, Agronomy or Agricultural and Environmental Sciences

**Experiences:**

4-5 years of relevant experience in a similar position with INGO or UN Agencies

**Competences:**

- Project management skills
- Teamwork and Interpersonal skills.
- Communication skills.
- Report writing skills.
- Analytical skills.
- Computer skills.

**Additional Considerations:**

- The Project Officer will abide by Norwegian People's Aid (NPA) **Code of conduct** which aims at preventing all types of misconducts which include **corruption, fraud, sexual exploitation & harassment, bullying, violence and child exploitation.**
- Also, the Project Officer will abide by NPA's **Safeguarding policy** which also aims at protecting all people from harm, preventing and responding to harm caused by sexual exploitation, abuse or harassment in and outside the workplace.

**NPA South Sudan is an equal opportunity employer. In making employment decisions it does not discriminate based on gender, ethnicity, religion or political affiliation.**

**Qualified Women 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](mailto:recruitment-rss@npaid.org)

Hard copy applications and CVs/Resume can also be delivered to NPA field Office in Awerial, Yirol and Rumbek.

**Applications submitted after 12:00 noon on 09 August 2023, will not be considered.**

**NB: Submitted copies of academic transcripts will NOT be returned to the applicant**

