



Norwegian People's Aid

South Sudan



Advertisement For Head of Sub Office Based In Rumbek-South Sudan

Norwegian People's Aid is seeking a Head of Sub Office for our operations in Rumbek, Lakes State, South Sudan

The vision of Norwegian People's Aid (NPA) is Solidarity in Action. We are a politically independent membership-based organization working in Norway and in more than 30 countries around the world. Founded in 1939 as the labour movement's humanitarian solidarity organization, NPA aims to improve people's living conditions and to create societies that are more just and more democratic. NPA's international work covers three core areas: Mine Action and Disarmament, Democratization and Just distribution of power and resources and Humanitarian Action and Crises Response.

The position is based under the NPA Department for Development and Humanitarian Cooperation (DHC). We work in partnership with local organizations with the aim to strengthen their ability and to fight for a more equitable distribution of power and resources in their communities. Currently, NPA DHC has more than 20 Programmes ongoing in Africa, Asia, Latin America and the Middle East.

Do you want to join our professional and committed global team in our work for a more equitable distribution of power and resources?

Norwegian People's Aid (NPA) is looking for an experienced Head of Sub Office to manage our sub-office in Rumbek and other field offices in Lakes state.

The Head of Sub-Office (HoSO) has the responsibility for the management of Norwegian People's Aid's (NPA) sub-office in Rumbek. The position requires a dual approach where the HoSO is responsible for all support services in Rumbek (and other field offices in Lakes state) and the quality implementation of rural development and emergency response programming.

Currently NPA SS works in three programming areas i.e. Rural Development, Emergency Response and Civil Society.

Duty Station: Rumbek, South Sudan

In this position your main responsibilities will be:

1. Programme and technical portfolio

Lead the planning and implementation of project activities and set high quality performance targets ensuring NPA and partner adherence to technical standards, best practices, NPA strategic objectives and donor guidelines

1.1 Project Implementation and Quality Control

1.2 Implementation, technical support and training of Partners

1.3 Proposal development

1.4 Policy and relevance

1.5 Representation

2. Support service management



- ✓ Manage the NPA Rumbek sub-office, including administrative and personnel issues, and ensure that relevant strategies, policies and procedures are in place and are adhered to (admin/finance, HR, procurement and logistics)
- ✓ Provide leadership, advice and support to NPA staff in Lakes, and ensure that the team works within NPA's principles and core values
- ✓ Contribute to the overall internal controls of NPA and ensure that the emergency and rural development projects in Lakes state adheres to NPA Code of Conduct (including Anti-Corruption) Policy, and secure timely and correct reporting of incidents of mismanagement and corruption

2.1 Financial Responsibilities

2.2 Personnel/human resources

2.3 Logistics

2.4 Safety and security



To be successful in this role you must have:

- Relevant technical, advanced university degree
- At least five years' experience, and demonstrated success at management level in an international NGO, with in food security, livelihood and Disaster Risk Reduction operations
- At least three years' experience managing large-scale multi-sector programming
- Working experience with WFP formats and budgets
- Demonstrated success in project designing, implementation, monitoring, evaluation and reporting
- Proven skills in budgeting, finance development and risk management
- Experience in vulnerability assessments, monitoring and evaluation in emergency and conflict situations
- Experience in proposal and concept development, including budgets
- Experience in incorporating gender equality and protection in programming
- Proven excellent communication skills and fluency in written and spoken English essential. Excellent report writing skills is a must
- Experience in humanitarian coordination, including Clusters; ability to collaborate, network and negotiate with partners, governments, UN, donors and other NGOs
- Practical and extensive financial, HR and administration management experience with extensive knowledge of budget development/management and finance documentation, tracking and archiving; understanding of HR and administration principles and ethics.
- Experience in security and safety management in highly dynamic security environments
- Experience from South Sudan or other fragile state(s)

We consider it an advantage if you also have:

Experience in working programmes funded by the European Commission

In this position, the following personal qualifications are required:

- Excellent interpersonal skills and ability to work in a multi-cultural/multi-national setting, and with a high level of respect for local culture
- Analytical and problem-solving skills and an ability to work independently and as a team needed
- Strong managerial and leadership skills, with the ability self motivate and to inspire and build competence of staff and achieve results through others
- Practical and proven skills in negotiation and conflict resolution with a wide range of stakeholders.

Preferred starting date: ASAP

Before you apply:

We kindly ask you to carefully read NPA's Code of Conduct, Safeguarding Policy, and Anti-Corruption



Policy before you submit your application. If you are the selected candidate for this position, you will be asked to complete and sign a Safeguarding self-declaration as well as our Code of Conduct. Please apply online by the closing date of **12th November 2021**.

In return we offer:

A position in the Norwegian labour movement's global humanitarian solidarity organisation. NPA strives for diversity and gender equality, and encourages candidates of all nationalities, backgrounds and gender to apply. We aim for an inclusive working environment where all employees feel respected and supported. In addition, we are continuously working towards reducing our environmental impact in all our interventions.

We offer a comprehensive salary package which includes country specific allowances* You will be covered by our comprehensive insurance scheme. We offer five weeks annual holiday** plus one additional week off for expats. NPA provides three international flights home per contract year***. We offer a one-year contract with the possibility of renewal.

In general, we emphasize the importance of strong health, and you will need a medical «fit for duty» attestation from an NPA-approved health service to take up the position.

* Please note that salary and allowances are subject to income tax according to NPA's Tax Policy.

** Terms for annual leave follow the Norwegian Annual Holidays Act

*** Terms apply according to NPA's internal regulations

For more information on how to apply, kindly go to **ReliefWeb** Site.

NB:

Please note that is an urgent recruitment. Applications will be screened in an ongoing basis. NPA reserves the right to fill in this position before the end of the Advert.

