

24<sup>th</sup> Feb 2021

# Islamic Relief Worldwide

## JOB ADVERTISEMENT



**TITLE: WASH COORDINATOR**

**BASE LOCATION: Juba**

**REPORTING TO: Head of Programme**

**LINE MANAGEMENT RESPONSIBILITIES: WASH Team**

**PURPOSE OF DIVISION:**

### JOB PURPOSE:

Islamic Relief Worldwide is an independent humanitarian and development organisation. Founded in 1984 (UK Charity Registration Number: 328158), with headquarters based in Birmingham, UK, we have a presence in 44 countries. Inspired by Islamic values, we support the world's most vulnerable people in the fight against poverty and suffering. IRW helps the needy regardless of race, religion or gender and promotes sustainable, environment-friendly outcomes. IRW is also determined to empower marginalized people with a strong voice that argues powerfully for the change they need to transform their lives.

IRW South Sudan was present in South Sudan since 2003 registered under the Ministry of Humanitarian Affairs and Disaster Management. IRW South Sudan has more than 14 years' experience responding to conflict and drought crises in several states in South Sudan. IRW South Sudan currently seeks to recruit a dynamic and self-motivated individual for the position of WASH COORDINATOR to be based in Juba

### JOB PURPOSE:

To ensure the effective and efficient implementation activities directly related with the thematic area and serves as the technical person for FSL related interventions are successfully implemented according to approved donor and government agreements. Contribute to the proper utilization of human, material, and financial resources of the project in the project operational area and comply with IRW-SS financial, grant management and other approved guidelines. The Jobholder will take the lead role in proposal development for thematic area. Represent the organisation at the state and county level in the thematic area.

## KEY WORKING RELATIONSHIPS

- Has regular contact with all staff in the Field Offices and the field Coordinator based in field locations. Maintains close regular contact with the FSL Coordinator and other programme staff in area of specialism.

## SCOPE AND AUTHORITY

### Scope of the Role:

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff. The Project Officer upholds the programme, logistics and overall finance policies.

## Responsibility for Resources: The WASH Engineer, the Officers responsible for resources under their care



**MAIN OFFICE**  
IR.SS. Along Unity Road  
Plot No. 54, P.O. Box 553  
Hai. Cinema, Juba South Sudan  
Tel: 0922680306

**WAU OFFICE**  
Hai Darajat  
Tel: 0916287894  
0929732333

**WARRAP OFFICE**  
Along the Warrap- Akop Road  
Tel: 09126287961

**KAPOETA**  
Narus Compound  
Diocese of Torit  
Tel: 0921373324

Website: [www.islamic-relief.org](http://www.islamic-relief.org)  
RRC Reg No. 051

## **KEY ACCOUNTABILITIES.**

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and the community.

### **Key Accountability 1: Main Duties and Responsibilities**

- Ensure Programme development, management, and monitoring. Program/Project Strategy development, supervision of project staff, office and management procedures. As Head of the sector, key function of officially represents the organization with government, donors and community members. As part of the program development, role include, examining the funding situation and solicit funding for programmes growth. Ensure that all programmes are implemented in compliance with grant agreements, budgets and in accordance to schedule in addition to overseeing all aspects of IRW's project cycle. Managing staff based across various project sites in conflict hit-hard and hard to reach areas. Other functions include monitoring risk management and ensuring compliance & quality improvement of the WASH projects. Providing guide and also monitoring reviewing and reporting the progress of finances and implementation progress and end of projects. Develop staff and partner capacities to enhancing effective implementation.

#### **Grants development and Proposal development:**

- Develop and mobilize resources through proposal designs of key institutional donors namely UNICEF, UNDP/SSHF/CHF, SIDA, CIDA, DFID ASWA and other IT partner projects

#### **Other Primary Function:**

- *Provide leadership for all the IRW water, sanitation and Hygiene activities in South Sudan, focusing on enhancing the capacity of and strengthening relationships with IRW's partners to promote high quality and sustainable WASH programming in Sudan.*
- *Responsible for ensuring that the WASH program activities achieve targeted objectives, maintaining compliance with IRW and donor requirements, identifying new program areas, and maintaining strong relationships with all stakeholders including NGO partners and local authorities in the country.*
- *Serves as the overall manager of all GRANT funds for WASH activities and coordinate and manage IRW supported water, sanitation and Hygiene programs focusing on:*
  - *Planning, organizing, directing and controlling IRW/South Sudan supported water, sanitation and Hygiene related resources*
  - *Promoting "multiple uses of water and sanitation" approach, which takes into consideration all aspects of human, agricultural, and livestock consumption. Water, sanitation and Hygiene program is funded under development and emergency projects through which IRW*



*will provide immediate and long term assistance to rural communities and improve the local capacity of local humanitarian assistance and disaster response.*

**Key Accountability 2: SPECIFIC DUTIES:**

- *Responsible for the management, coordination and overall implementation of IRW WASH activities*
- *Prepare quarterly progress and final project reports for IRW South Sudan WASH interventions*
- *Provide direction and technical advice to the water and sanitation intervention team on issues of procurement, supply, design and installation.*
- *Develop WASH strategies, best practices and guidelines for the target communities.*
- *Design and construction of water, sanitation and hygiene system, overseeing the construction of boreholes and latrines in the project target areas.*
- *Help the water quality officer to properly carry out water quality analysis and train local staff and community members in water quality monitoring.*
- *Encourage the team in the CLTS, PHAST, CHAST trainings and building of local community capacity in maintenance of water, sanitation and hygiene.*
- *Monitor and review overall WASH materials and equipment movements such as deliveries, storage, transport and utilization.*
- *Develop new proposals in collaboration with the project team, and work on concept papers and budgets for WASH interventions.*
- *Represents IRW to donors and relevant government ministries as needed*
- *Work closely with the field team leaders/the project officers in liquidation of advances, tracking of staff annual leaves, timesheets, procurement of project materials, equipment maintenance, etc.*
- *Supervise, mentor, and monitor the work of the water, sanitation and hygiene teams.*
- *Carry out regular coaching and ensure performance appraisals of the WASH staff.*
- *Work closely with program support staff.*
- *Lead in the preparation of monthly, quarterly, annual, and end-of- project reports as required by IRW, and donors.*
- *Conduct regular monitoring of water & sanitation projects and submit timely reports to IRW and feedback to counterparts.*
- *Ensure that all relevant documents are properly maintained according to the established filing system.*
- *Ensure that IRW program quality standards are adhered in all water and sanitation projects.*



## **PERSON SPECIFICATION**

### **ESSENTIAL**

#### **Qualifications**

1. MASTER or Bachelor Degree in Water Engineering or equivalent field.
  2. Must be a South Sudanese national.
  3. Fluent in Written and spoken English. Local Arabic and other languages will be of an added advantage.
  4. Minimum 3-5 years of field experience, especially with NGOs
  5. Knowledge and skills in programme area of WASH Specialization.
  6. Able to explain complex technical concepts in a simple way to be understood by everyone
  7. Competent in use of Computer (Microsoft Suite and Internet)
  8. Committed to Islamic Relief Worldwide values and code of conduct
  9. Willingness and ability to travel for up to 40% of role
  10. Exhibit a high level of cultural sensitivity
- Familiarity with the Millennium Development Goals, Sphere Standards, Do no harm policy, Red-Cross/Red-crescent Code of Conduct, Humanitarian Accountability etc.

#### **How**

Interested candidates should submit their applications letter briefly describing a motivation for the position and highlight relevant experience, updated Curriculum Vitae (CV), National ID and copies of certified certificates at latest **FRIDAY March 15<sup>th</sup>, 2021 to the HR.**

#### **Apply:**

By email: to [Rita.Bojo@islamic-relief.or.ke](mailto:Rita.Bojo@islamic-relief.or.ke)

Or to: IRSS-main Office, Along Unity Road, Plot No. 54, Block B-xvi Hai Cinema, Juba South Sudan.

- Only shortlisted candidates will be contacted.
- Due to the urgency of these roles, Islamic Relief reserves the right to shortlist applications prior to the closing date.

*[Handwritten signature]*



24th Feb 2021

# Islamic Relief Worldwide

## JOB ADVERTISEMENT



**TITLE: LIVESTOCK OFFICER**  
**BASE LOCATION: Warrap South Sudan**  
**REPORTING TO: Food Security & livelihoods (FSL) Coordinator/Field Coordinator**  
**LINE MANAGEMENT RESPONSIBILITIES: Project Assistant, community structures**

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IRW South Sudan was present in South Sudan since 2003 registered under the Ministry of Humanitarian Affairs and Disaster Management. IRW South Sudan has more than 14 years' experience responding to conflict and drought crises in several states in South Sudan. IRW South Sudan currently seeks to recruit a dynamic and self-motivated individual for the position of Livestock Officer to be based in Warrap

### JOB PURPOSE:

To ensure the effective and efficient implementation activities directly related with the thematic area and serves as the technical person and livestock husbandry and production related interventions are successfully implemented according to approved donor and government agreements. Contribute to the proper utilization of human, material, and financial resources of the project in the project operational area and comply with IRW-SS financial, grant management and other approved guidelines. The Jobholder will take the lead role in proposal development for thematic area. Represent the organisation at the state and county level in the thematic area.

### KEY WORKING RELATIONSHIPS

- Has regular contact with all staff in the Field Office. Close contact with the Field Coordinator and FSL Manager and other programme staff in Eastern Equatoria.

### SCOPE AND AUTHORITY

#### Scope of the Role:

The Project Officer (Livestock) will provide technical leadership in the implementation of animal husbandry, including animal health and production. Lead in the implementation of capacity building of community in basic animal husbandry practices. Plan and implement training of CAHWs to ensure adherence to standards and quality. Work with the Food security and Livelihood Manager to ensure timely delivery of livestock production and health activities according to the donor contract.

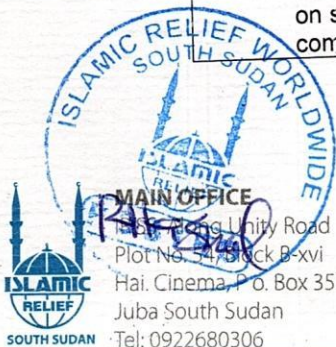
**Responsibility for Resources:** N/a.

### KEY ACCOUNTABILITIES

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff.

#### Key Accountability 1: Implementation of programme

- To devise and implement market assessment, formulation of baseline and lead in studies on socio-economic impact for the project as well as capacity building of associations and communities



#### WAU OFFICE

Hai Darajat  
Tel: 0916287894  
0929732333

#### WARRAP OFFICE

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- Ensure that livestock production & health activities that enable to promote the livestock products and marketing and this would create more income for communities.
- Ensure the overall livestock activities of the project are implemented according to the approved donor & government agreement
- Work closely with the project team and support staff to ensure all inputs / supply request related to the project activity are done timely and according to procedures
- Coordinate & support the efforts of fodder production & emergency livestock response
- Support the mass vaccination of livestock through technical & logistic support for government
- Strengthen private/government veterinary post through drug and material support.
- Monitor budget / expenditure and report variances to the project manager in a timely manner for proper planning and adjustment.
- Provide guidance, technical and administratively support on activity implementation procedures.
- Support, train, and advise the Community structures whose roles are to help in a day-to-day implementation and monitoring of the project.
- Guide and train beneficiaries directly and through facilitators on selected food security and livelihood enterprises e.g. proper animal husbandry practices to improve animal productivity.
- Documents clearly on a timely manner all Progress, Challenges and Learning for future implementation of similar project and accountability.
- To coordinate with relevant government departments, other agencies, advise and make necessary recommendations to the FSL Manager and the project team.
- To represent IRW in meetings with government or other NGOs whenever requested including attending local cluster meetings
- To continue with the work of capacity building to the community structures.
- To take on any roles assigned by the project manager.

#### **Key Accountability 2: Supervise Junior Project Staff**

- Technical supervision in area of expertise to junior project staff, this may include Project Assistants and Project Technicians.
- Ensure work plans in line with current Project requirements.
- Coordinating the work of volunteers, community mobilisers and Promoters at the community level.

#### **Key Accountability 3: Capacity Building**

- Training and capacity building of community volunteers, beneficiaries, and other staff
- Leading workshops and training for communities in support of Programme objectives.
- Training of CAHWs to ensure adherence to standards and quality

#### **Key Accountability 4: Monitoring, Evaluation and Reporting**

- In collaboration with MEAL Officer, to monitor the impact of our work on the people. The project officer will monitor and report on output indicators of all aspect of our work and agree on strategy within the programme for monitoring.
- To prepare monthly situation reports and other project progress reports as required by the project manager and the donor.
- To contribute to preparing final report for donors and prepare operational report for IRW.
- Report on project activities regularly in line with requirements.
- Escalating issues as they arise to line manager on monitoring and progress.

#### **PERSON SPECIFICATION**

The post holder will be a qualified South Sudanese, preferably from Eastern Equatoria State, with the following essential attributes:

#### **SKILLS AND COMPETENCE**

##### **Qualifications**

- Education - University degree preferably BSc Degree in Veterinary Medicine, Animal Sciences, Rural Development, or other relevant fields of study



- Minimum of four years relevant experience in relief and /or development work with INGOs preferably in food security projects.
  - Familiarity with the Sustainable Development Goals, Sphere Standards, Do no harm policy, Red-Cross/Red-crescent Code of Conduct, Humanitarian Accountability Programme etc.
  - Ability to work as part of the team.
  - Strong analytical and conceptual skills.
  - Strong commitment to social justice, promoting gender awareness and equality.
  - Knowledge and understanding of South Sudan context, especially the economic, social and political situation.
  - Good communicator in English, both written and oral as well as a good listener.
  - Good community participation skills - PRA and other methodologies.
  - Strong project cycle skills: assessment, design, implementation, monitoring, evaluation, and strategic planning skills.
  - Financial and numerical skills.
  - Proven computer competence.
  - Ability to work effectively in a culturally diverse organization.
  - Ability and willingness to travel away from home and stay in the field for long periods
  - Ability to maintain effective working relationships with all levels of staff and other stakeholders.
  - Ability to work in team, strong negotiation, and analytical skills; ability to multitask and work under Pressure and tight deadlines.
  - Commitment to Islamic Relief's values
- 
- Familiarity with the Millennium Development Goals, Sphere Standards, Do no harm policy, Red-Cross/Red-crescent Code of Conduct, Humanitarian Accountability etc.

**How** **to** **Apply:**  
 Interested candidates should submit their applications letter briefly describing a motivation for the position and highlight relevant experience, updated Curriculum Vitae (CV), National ID and copies of certified certificates at latest **FRIDAY March 15<sup>th</sup> , 2021 to the HR.**

By email: to [Rita.Bojo@islamic-relief.or.ke](mailto:Rita.Bojo@islamic-relief.or.ke)

Or to: IRSS-main Office, Along Unity Road, Plot No. 54, Block B-xvi Hai Cinema, Juba South Sudan.

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24<sup>th</sup> Feb 2021

50-113  
24/02/2021  
**Islamic Relief Worldwide  
JOB ADVERTISEMENT**



**TITLE: FSL Officer**  
**BASE LOCATION: Wau/Warrap and Juba**  
**REPORTING TO: FSL) Coordinator/Field Coordinator**

**LINE MANAGEMENT RESPONSIBILITIES: FSL  
Assistants & resources under their care**

**PURPOSE OF DIVISION:**

**JOB PURPOSE:**

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**JOB PURPOSE:**

To ensure the effective and efficient implementation activities directly related with the thematic area and serves as the technical person for FSL related interventions are successfully implemented according to approved donor and government agreements. Contribute to the proper utilization of human, material, and financial resources of the project in the project operational area and comply with IRW-SS financial, grant management and other approved guidelines. The Jobholder will take the lead role in proposal development for thematic area. Represent the organisation at the state and county level in the thematic area.

**KEY WORKING RELATIONSHIPS**

- Has regular contact with all staff in the Field Office and the field Coordinator based in Wau. Maintains close regular contact with the FSL Coordinator and other programme staff in area of specialism.

**SCOPE AND AUTHORITY**

**Scope of the Role:**

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff. The Project Officer upholds the programme, logistics and overall finance policies.

**Responsibility for Resources: The FSL Officer is responsible for resources under their care**

**KEY ACCOUNTABILITIES.**



**MAIN OFFICE**  
IR.SS, Albiya Unity Road  
Juba, P.O. Box 353  
Juba South Sudan  
Tel: 0922680306

**WAU OFFICE**  
Hai Darajat  
Tel: 0916287894  
0929732333

**WARRAP OFFICE**  
Along the Warrap- Akop Road  
Tel: 09126287961

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RRC Reg No. 051



The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and the community.

### **Key Accountability 1: Main Duties and Responsibilities**

- Ensuring quality and integrity of implementation, including adherence to relevant Ministry of Agriculture and Livestock Protocols, technical guidelines, administrative systems, etc.
- Training and capacity building of project extension and government staff
- Undertake community mobilization for project implementation, identification of beneficiaries using approved selection criteria and preparation of activity implementation plans
- Training of communities with assistance of Field Extension Workers on good micro irrigation and improved agronomic practices and arrange exchange programmes/tour for farmers with different agricultural communities to share experiences, acquire more knowledge and to appreciate their natural resources.
- Training of project beneficiaries on Group Savings and Loans carrying out of basic market surveys.
- Participate in livelihood project assessments and contribute in development of concepts notes for possible for viable livelihood projects in Tonj North County and the larger region
- Facilitate implementation of cross-cutting issues on gender, protection and inclusion in liaison with the Sector Lead
- Undertake comprehensive needs assessments to establish need for appropriate agricultural inputs i.e. seeds, tools, training etc
- Initiate timely procurement at the field level
- Liaison with the County Agriculture and Livestock Departments in training of farmers and livestock keepers
- Training of Framers on improved agronomic practices including post-harvest technologies for product preservation, storage and processing in consultation with the County Agriculture Department.
- Facilitate market linkages for farmers and livestock traders
- Monitoring of project implementation, identification of challenges and documentation of successes and lessons
- Ensuring synergy between FSL, WASH, Health & Nutrition, Gender Inclusion & Protection and Cross-cutting issues on CMDRR, Peace and Conflict Mitigation and CBNRM.
- Preparation of weekly and monthly progress reports on project implementation.
- Perform other functions requested by relevant IRSS management.
- In consultation with the FSL Coordinator undertake project tasks to support programme development and implementation.
- Ensure stewardship of project and organizational assets in collaboration with the Field Coordinator based in Wau



- Support the Project Assistant in outreach and sensitisation activities in the communities in line with project guidelines
- Work closely with the Communities in delivery of the project.
- Participate in sub-national (State and County) cluster coordination activities
- Ensure timely distribution of livelihoods kits as required by project.
- Support the Project Assistant in delivering training to communities.
- Report on progress of activities to the FSL Project.

## **PERSON SPECIFICATION**

### **ESSENTIAL**

#### **Qualifications**

1. A Degree/Diploma in Agriculture, soil science, Agriculture education and Extension or equivalent.
  2. Must be a South Sudanese national.
  3. Fluent in Written and spoken English. Local Arabic and other languages will be of an added advantage.
  4. Minimum 5 years of field experience, especially with NGOs
  5. Knowledge and skills in programme area of EFSL Specialization: (Agronomy, Distribution of Livelihood Kits, GSLA, Community Animal Health Care, Cash Programming etc.
  6. Able to explain complex technical concepts in a simple way to be understood by everyone
  7. Competent in use of Computer (Microsoft Suite and Internet)
  8. Committed to Islamic Relief Worldwide values and code of conduct
  9. Willingness and ability to travel for up to 40% of role
  10. Exhibit a high level of cultural sensitivity
- Familiarity with the Millennium Development Goals, Sphere Standards, Do no harm policy, Red-Cross/Red-crescent Code of Conduct, Humanitarian Accountability etc.

#### **How**

to

#### **Apply:**

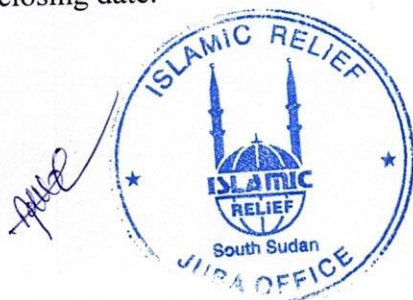
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Or to: IRSS-main Office, Along Unity Road, Plot No. 54, Block B-xvi Hai Cinema, Juba South Sudan.

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24<sup>th</sup> Feb 2021

50 H3  
24/02/2021

# Islamic Relief Worldwide

## JOB ADVERTISEMENT



**TITLE: PROJECT TECHNICIAN-WASH**  
**BASE LOCATION: Wau & Warrap, South Sudan**  
**REPORTING TO: WASH OFFICER**

**LINE MANAGEMENT RESPONSIBILITIES: None**

### **PURPOSE OF DIVISION:**

Through capacity building and through technical and programme support, the International Programme Division keeps the organization focused on the socio-economic and humanitarian needs of vulnerable people. The division reinforces IR's implementing structure to enable these people and their communities to develop themselves sustainably, and ensures that the organization is prepared to respond promptly and effectively to humanitarian crises.

The division increases the organization's ability to tackle poverty by developing and fostering partnerships and institutional relationships effectively and proactively, and by ensuring transparent and timely reporting to the organization's donors.

### **JOB PURPOSE:**

Provide maintenance and repairs as required under the project. Provide training to community. Undertake specific technical responsibilities in area of specialism.

### **KEY WORKING RELATIONSHIPS**

- Has regular contact with all staff in the Field Office. Close contact with the Project Officers and programme staff in area of specialism.

### **SCOPE AND AUTHORITY**

#### **Scope of the Role:**

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff. The Project Technician upholds the programme and finance policies.

**Responsibility for Resources:** None.

### **KEY ACCOUNTABILITIES**

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff.

#### **Key Accountability 1: Technical Supports to the Programme**

- In consultation with the Project Officer undertake project tasks to support of the programme.
- Perform basic repairs and maintenance of equipment for the project.
- Support Project Assistant in outreach and sensitisation activities in the communities in line with project guidelines



**MAIN OFFICE**  
Islamic Relief Worldwide  
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<ul style="list-style-type: none"> <li>• Work closely with the Communities in delivery of the project.</li> <li>• Conduct distribution activities as required by project.</li> <li>• Support the Project Assistant in delivering training to communities.</li> <li>• Report on progress of activities to the Project Officer.</li> </ul>
<p><b>Key Accountability 2: Technical training to communities in area of Specialism</b></p> <ul style="list-style-type: none"> <li>• Insert details here based on specialism</li> </ul>
<p><b>Key Accountability 3: Administrative Support to the Project</b></p> <ul style="list-style-type: none"> <li>• Provide any administrative support for the Project as required by the Project Officer. This may include printing materials in preparation for workshops and organising visits.</li> </ul>
<p><b>Key Accountability 4: Thematic Focus</b> List any specific responsibilities here</p>

## **PERSON SPECIFICATION**

### **ESSENTIAL**

#### **Qualifications**

- Secondary School Certificate

#### **Experience**

- 1-2 years' experience of working with International NGOs in South Sudan, particularly in area of specialism.

#### **Skills**

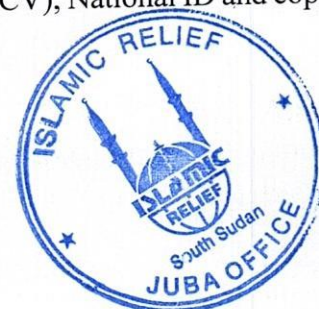
- Knowledge and skills in programme area of Specialism: list here
- Competent in written and spoken English
- Able to explain complex technical concepts in a simple way to be understood by everyone
- Basic knowledge of Microsoft Word
- Committed to Islamic Relief Worldwide values and code of conduct ☐
- Willing and able to travel for up to 40% of role
- Sensitivity to cultural differences
- Language skills in Arabic
- Familiarity with the Millennium Development Goals, Sphere Standards, Do no harm policy, Red-Cross/Red-crescent Code of Conduct, Humanitarian Accountability etc.

#### **How**

**to**

#### **Apply:**

Interested candidates should submit their applications letter briefly describing a motivation for the position and highlight relevant experience, updated Curriculum Vitae (CV), National ID and copies



of certified certificates at latest FRIDAY March 15<sup>th</sup> 2021 to the HR.

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*Adde*

24th Feb 2021

# Islamic Relief Worldwide

## JOB ADVERTISEMENT



**TITLE:** Agronomist Officer

**BASE LOCATION:** Kapoeta Narus, South Sudan

**REPORTING TO:** Food Security & livelihoods  
(FSL) Coordinator

**LINE MANAGEMENT RESPONSIBILITIES:**  
Project Assistant, community structures

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IRW South Sudan was present in South Sudan since 2003 registered under the Ministry of Humanitarian Affairs and Disaster Management. IRW South Sudan has more than 14 years' experience responding to conflict and drought crises in several states in South Sudan. Today, IR has expanded its programme operational areas and is fully operational in Juba (country office) with three field offices in Narus (Eastern Equatoria), Warrap (Warrap state), Wau (WBEG state) and a satellite office in Yei (Central Equatoria) implementing emergency, recovery and resilience Programmes.

### **JOB PURPOSE:**

To implement the Livelihood and Food Security-Resilience building project and monitor the extent in which the project is meeting its objectives and to supervise junior technical staff and ensure project is implemented in line with requirements of the Donor and IRW.

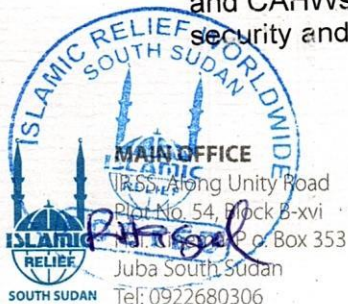
### **KEY WORKING RELATIONSHIPS**

- Has regular contact with all staff in the Field Office. Close contact with the Field Coordinator and FSL Manager and other programme staff in Warrap.

### **SCOPE AND AUTHORITY**

#### **Scope of the Role:**

The Project Officer (Agronomist) will provide technical leadership in the implementation of agriculture inputs project, including irrigation for dry season farming. Lead in the implementation of capacity building of community in basic agronomic and animal husbandry practices. Plan and implement training of CAEVs and CAHWs to ensure adherence to standards and quality. Work with the Food Security and Livelihood Manager to ensure timely delivery of agriculture activities



#### **WAU OFFICE**

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Tel: 0916287894  
0929732333

#### **WARRAP OFFICE**

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Tel: 09126287961

#### **KAPOETA**

Narus Compound  
Diocese of Torit  
Tel: 0921373324

Website: [www.islamic-relief.org](http://www.islamic-relief.org)  
RRC Reg No. 051

security and Livelihood Manager to ensure timely delivery of agriculture activities according to the donor contract and agriculture seasons.

**Responsibility for Resources:** N/a.

**KEY ACCOUNTABILITIES**

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff.

**Key Accountability 1: Implementation of programme**

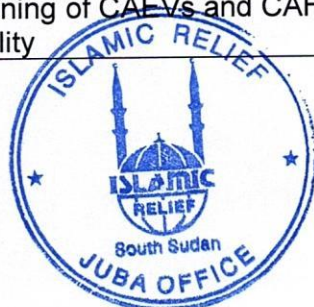
- To devise and implement market assessment, formulation of baseline and lead in studies on socio-economic impact for the project as well as capacity building of associations and communities
- Work closely with the project team and support staff to ensure all inputs / supply request related to the project activity are done timely and according to procedures
- Monitor budget / expenditure and report variances to the project manager in a timely manner for proper planning and adjustment.
- Provide guidance, technical and administratively support on activity implementation procedures.
- Support, train, and advise the Community structures whose roles are to help in a day-to-day implementation and monitoring of the project.
- Guide and train beneficiaries directly and through facilitators on selected food security and livelihood enterprises e.g. proper agronomic practices to improve crop yields and productivity.
- Documents clearly on a timely manner all Progress, Challenges and Learning for future implementation of similar project and accountability.
- To coordinate with relevant government departments, other agencies, advise and make necessary recommendations to the FSL Manager and the project team.
- To represent IRW in meetings with government or other NGOs whenever requested including attending local cluster meetings
- To continue with the work of capacity building to the community structures.
- To take on any roles assigned by the project manager.

**Key Accountability 2: Supervise Junior Project Staff**

- Technical supervision in area of expertise to junior project staff, this may include Project Assistants and Project Technicians.
- Ensure work plans in line with current Project requirements.
- Coordinating the work of volunteers, community mobilisers and Promoters at the community level.

**Key Accountability 3: Capacity Building**

- Training and capacity building of community volunteers, beneficiaries and other staff
- Leading workshops and training for communities in support of Programme objectives.
- Training of CAEVs and CAHWs to ensure adherence to standards and quality



#### **Key Accountability 4: Monitoring, Evaluation and Reporting**

- In collaboration with MEAL Officer, to monitor the impact of our work on the people. The project officer will monitor and report on output indicators of all aspect of our work and agree on strategy within the programme for monitoring.
- To prepare monthly situation reports and other project progress reports as required by the project manager and the donor.
- To contribute in preparing final report for donors and prepare operational report for IRW.
- Report on project activities regularly in line with requirements.
- Escalating issues as they arise to line manager on monitoring and progress.

#### **PERSON SPECIFICATION**

The post holder will be a qualified South Sudanese, preferably from Warrap State, with the following essential attributes:

#### **SKILLS AND COMPETENCE**

- Undergraduate degree or its equivalent in management, social science, international development, public administration, or a related field
  - Education - University degree preferably in Agriculture, Agricultural economics or Community development,
  - Minimum of four years in relief and /or development work with INGOs preferably in food security projects.
  - Familiarity with the Sustainable Development Goals, Sphere Standards, Do no harm policy, Red-Cross/Red-crescent Code of Conduct, Humanitarian Accountability Programme etc.
  - Ability to work as part of the team.
  - Strong analytical and conceptual skills.
  - Strong commitment to social justice, promoting gender awareness and equality.
  - Knowledge and understanding of South Sudan context, especially the economic, social and political situation.
  - Good communicator in English, both written and oral as well as a good listener.
  - Good community participation skills - PRA and other methodologies.
  - Strong project cycle skills: assessment, design, implementation, monitoring, evaluation, and strategic planning skills.
  - Proven computer competence.
  - Ability to work effectively in a culturally diverse organization.
  - Ability and willingness to travel away from home and stay in the field for long periods
- 
- Familiarity with the Millennium Development Goals, Sphere Standards, Do no harm policy, Red-Cross/Red-crescent Code of Conduct, Humanitarian Accountability etc.





**How** to **Apply:**  
Interested candidates should submit their applications letter briefly describing a motivation for the position and highlight relevant experience, updated Curriculum Vitae (CV), National ID and copies of certified certificates at latest **FRIDAY March 15<sup>th</sup> , 2021 to the HR.**

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*A. Bojo*



24<sup>th</sup> Feb 2021

# Islamic Relief Worldwide

## JOB ADVERTISEMENT



50 H3  
24/02/2021



<b>TITLE: Nutrition Officer</b>	
<b>BASE LOCATION: Wau</b>	
<b>REPORTING TO: Nutrition Coordinator</b>	
<b>LINE MANAGEMENT RESPONSIBILITIES: Nutrition Assistants &amp; resources under their care</b>	
<b>CHILD SAFEGUARDING:</b> Level 3: The role holder will have contact with children and/or young people <u>either</u> frequently (e.g. once a week or more) <u>or</u> intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or are responsible for implementing the police checking/vetting process staff.	
<b>ROLE PURPOSE:</b> The position holder shall be in charge of technical quality implementation and integration of the Emergency Nutrition Programme implementation in Project site. To ensure the Community Management of Acute Malnutrition (CMAM) program is functioning properly, providing care of quality to all the beneficiaries, respecting protocols and principles of good practice. The post holder also need to properly coordinate information sharing among partners and represent IRW in the implementing forum of Nutrition	
<b>SCOPE OF ROLE:</b> <b>Reports to:</b> Nutrition Coordinator (NC) <b>Staff directly reporting to this post:</b> N/a	
<b>KEY AREAS OF ACCOUNTABILITY:</b> <ul style="list-style-type: none"><li>• Build the capacity and train programme team staff in all programme management, reporting, and accountability</li><li>• Coordinate with ENC and supervise project team in the deliverables of the key programme areas.</li><li>• Ensure project team members carry out their field duties effectively</li><li>• Attend regular cluster coordination meetings, planning, systems development and training, and day-to-day follow-up of project plans and deliverables</li></ul>	
<b>Main Duties &amp; Responsibilities:</b>	
<b>Programme Management</b> <ul style="list-style-type: none"><li>• Assist the ENC in the overall management, implementation and development of the emergency Nutrition programme in Warrap, Akop County</li></ul>	



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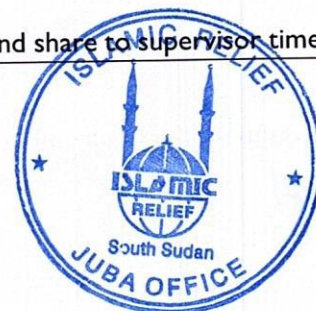
- Ensure effective management of IRW south Sudan Emergency Nutrition programme and associated budgets to the community members in the county of focus.
- Ensure that the Emergency Nutrition are appropriately linked where possible to IRW-SS other resilience and longer term development programmes

### **Emergency Nutrition Programming**

- Assess patient's nutritional status (use of available data and medical records) and understand medical status of patients and support accordingly
- Recommend appropriate nutritional interventions for the patients
- Work with other programme team and the patients families to ensure that patients receive adequate quantity and quality of food to support their recovery
- Upon discharge, assess nutritional status of recovered patients (anthropometry) refer acutely malnourished children and pregnant and lactating women to nutrition treatment programs.
- Upon discharge, provide recovered patients with nutrition support and products according to developed and agreed upon guidelines.
- Plan and organize Outpatient Therapeutic Program (OTP) / Stabilization Center (SC) at designated distribution sites in liaison with the Emergency Nutrition Coordinator;
- Conducting SAM/MAM management training for health workers.
- Ensure adequate triage / that new arrivals are seen as a priority;
- Ensure cases not meeting admission criteria return home as early as possible and ensure the parent/caregiver understands why their child is not admitted;
- Ensure that appropriate referrals take place to and from the Ministry of Health (MoH) and the OTP/SC;
- Work with the Infant and Young Child Feeding (IYCF) officers and Counselor to ensure that CMAM beneficiaries are referred to IYCF services when required;
- Liaise with the Community Outreach/Nutrition Workers to provide effective follow-up of all cases – and particularly ensure the prompt tracing of children who are absent from the program;
- Request specific children to be followed up as required (newly enrolled children, sick children, long-stay children, children not gaining weight, children with social problems etc.);
- Ensure routine and essential drug are available and properly distributed for the care centers.
- Ensure all the recordings and reporting's are handled as per the standard
- Liaises to the government bodies to assure all the required commodities are in placed
- Ensure proper community mobilization through the local government structures.
- Represent IRW and attend regular emergency nutrition coordinating meetings and share updates.
- Serve as IRW nutrition sector resource person, and display technical and organizational leadership in sectoral activity.
- Coordinate IRW nutrition response and recovery activities across a wide range of actors within IRW, donors, host governments, UN and NGO partners to ensure consistency of programming.
- Develop the nutrition program strategy, with support from other programme team
- Assist in development of, or provide technical review for, emergency response proposals to be submitted by IRW to ensure that proposed activities and programs align with best practice in the nutrition sector.
- Assist in any other tasks when required.

### **Reporting:**

- Compile weekly and monthly reports and intermittently review the documents to assure quality of data's and information's and share with Coordinator.
- Report any progress and any problems in a timely manner.
- Attend and actively participate in the local nutrition forums, meeting and share to supervisor timely.



- Regularly contact partners and strengthen partnering for efficient utilization of resources and effectiveness of responses.

### **Monitoring, Evaluation and Accountability**

- Conduct frequent supervision and monitoring visits to project areas and identify any issues needing attention related to implementation, donor compliance and programme quality standards.
- Take responsibility for the implementation of learning and recommendations from external or internal reviews and donor feedback.
- Take responsibility for development of detailed costed work plans at the start of each project and then ensure monthly updates are made to the output databases.
- Working with the M&E unit and the PCs, plan baseline and end line surveys and external evaluations.
- Ensure that beneficiaries have access to feedback mechanisms and that data is monitored and responses given within appropriate time periods.

**any other job as directed by the management and Line Manager including deployment to new areas**

### **SKILLS AND BEHAVIOURS**

#### **Accountability:**

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling IRW values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

#### **Ambition:**

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for IRW engages and motivates others
- future orientated, thinks strategically and on a global scale.

#### **Collaboration:**

- builds and maintains effective relationships, with their team, colleagues, and external partners and supporters
- values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

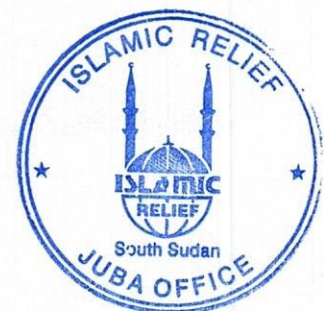
#### **Creativity:**

- develops and encourages new and innovative solutions
- Willing to take disciplined risks.

#### **Integrity:**

- honest, encourages openness and transparency; demonstrates highest levels of integrity

*Adley*  
23/2/21



## **PERSON SPECIFICATION**

### **Qualifications**

1. Bachelor's Degree of medicine and health Science in Public and Environmental Health
  2. Must be a South Sudanese national.
  3. Fluent in Written and spoken English. Local Arabic and other languages will be of an added advantage.
  4. Minimum 3-5 years of field experience, especially with NGOs
  5. Knowledge and skills in programme area of Nutrition Specialization.
  6. Able to explain complex technical concepts in a simple way to be understood by everyone
  7. Competent in use of Computer (Microsoft Suite and Internet)
  8. Committed to Islamic Relief Worldwide values and code of conduct
  9. Willingness and ability to travel for up to 40% of role
  10. Exhibit a high level of cultural sensitivity
- Familiarity with the Millennium Development Goals, Sphere Standards, Do no harm policy, Red-Cross/Red-crescent Code of Conduct, Humanitarian Accountability etc.

**How** **to** **Apply:**  
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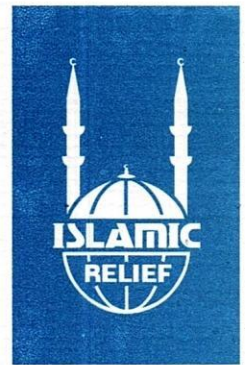
24<sup>th</sup> Feb 2021

50-H3  
24/02/2021  
24 FEB 2021

MINISTRY OF LABOUR  
REPUBLIC OF SOUTH SUDAN, JUBA

# Islamic Relief Worldwide

## JOB ADVERTISEMENT



**TITLE: Health Officer**

**Based Location: Kapoeta, South Sudan**

**Department: Programme/Health**

**Reporting To: Health & Nutrition Manager**

**Line Management Responsibilities: None**

Islamic Relief Worldwide is an independent humanitarian and development organisation. Founded in 1984 (UK Charity Registration Number: 328158), with headquarters based in Birmingham, UK, we have a presence in 44 countries. Inspired by Islamic values, we support the world's most vulnerable people in the fight against poverty and suffering. We do this regardless of race, political affiliation, gender or belief.

IRW South Sudan was present in South Sudan since 2003 registered under the Ministry of Humanitarian Affairs and Disaster Management. IRW South Sudan has more than 14 years' experience responding to conflict and drought crises in several states in South Sudan. Today, IR has expanded its programme operational areas and is fully operational in Juba (country office) with three field offices in Narus (Eastern Equatoria), Warrap (Warrap state), Wau (WBEG state) and a satellite office in Yei (Central Equatoria) implementing emergency, recovery and resilience Programmes.

### **JOB PURPOSE:**

This position exists under the Health and Nutrition sub-projects. The overall objective is to ensure project implementation, planning, coordination, supervision, capacity building of health workers and active monitoring in order to provide of effective health/nutrition services to the population according to national practice guidelines. The position holder reports to IR Health and Nutrition Manger.

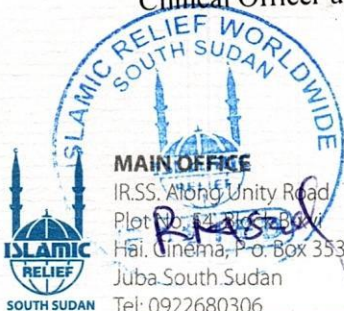
### **KEY WORKING RELATIONSHIPS**

The post holder has regular contact with all IRSS country office staff, field offices & health facilities staff, patients, and other Project Officers and programme staff in area of specialism.

### **SCOPE AND AUTHORITY**

#### **Scope of the Role:**

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff. The Clinical Officer upholds the Programme policies focused on Health and Nutrition.



#### **WAU OFFICE**

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### **Responsibility for Resources:**

The job holder is accountable for maintenance, ensure proper use of medical equipment, drugs, nutrition products, vaccine, and any other related pharmaceuticals supplies.

### **KEY ACCOUNTABILITIES**

#### **Key Accountability 1: Clinical Services and Patient Care**

- Supervise provision of clinical care to patients in all IR health facilities supported ensure that quality clinical care is provided.
- Manage all components and packages of medical services based on the South Sudan treatment guidelines.
- Supervise and monitor clinical officers, midwives and nurses including their clinical competence, support and provide guidance as necessary.
- Review clinical staff performance regarding adherence to guidelines and protocols to ensure quality of care.
- Maintain highest standards of infection prevention and waste disposal and ensure staff adherence to.
- Ensure proper integration of appropriate clinical packages activities (treatment, EPI, maternal health, health education, WASH, etc.) at all health facilities.
- Review and analyze weekly and HMIS/NIS monthly reports.
- Follow up on referred complicated medical cases which cannot be managed at that health facility level.
- Monitor rationale usage of medical equipment and supplies across health facilities.

#### **Key Accountability 2: Capacity Building and Training**

- Assess clinical staff competence and recommend or implement a capacity building activity including in-service training or formal trainings.
- Participate in supportive technical supervision.
- Plan and implement health project trainings.
- Promote flow of communication between IR office and health facilities staff.

#### **Key Accountability 3: Stock Management of Supplies**

- Work with the team to analyze weekly & monthly consumption of medications and supplies.
- Strengthen stock management system for medications, equipment and other medical supplies including monitoring of tracer drugs and maintaining buffer stocks.
- Ensure there are no stock outs of essential drugs and supplies at the facilities at different sites.
- Monitor and audit stock regularly.
- Maintenance of drugs and stock management in line with IR policies and MOH guidelines.
- Assist in preparation of equipment, drugs and medical consumables requisition; that includes selection, acquisition and maintenance.

#### **Key Accountability 4: Leadership, Rules and Regulations**

- The post holder shall take lead of clinical service delivery for all IR supported health facilities in South Sudan.



- Participate in assessment, planning, implementing, reporting, Monitoring and evaluation of health and nutrition projects and sub-projects.
- Identify and maintain regular contact with relevant interlocutors in the community, health facility, CHD, SMOH and other NGOs operating in the area.
- Respect the internal rules of IR and comply with country health sector regulations and guidelines.
- Lead IR representation in health coordination forums (MOH, Clusters) and/or any other missions, campaigns, iRRM, etc.
- Any other additional responsibilities as assigned to by the supervisor.

## **MINIMUM REQUIRED KNOWLEDGE AND EXPERIENCE**

### **QUALIFICATIONS**

- Medical doctor or other relevant health profession with at least 2-3 years' experience of clinical practice including working in primary health care in South Sudan.

### **SKILLS**

- Strong background in clinical medicine, primary health care and ministry of health treatment Guidelines.
- Competent written and spoken English, Arabic as an added advantage.
- Good record keeping and accurate reporting skills.
- Computer skills & familiarity with of Microsoft word, excel, outlook is essential.
- Able to learn and commit to Islamic Relief Worldwide values and code of conduct.

### **ATTITUDES**

- Understanding of country cultural diversity and respect to others.
- Good interpersonal and communication skills.
- Proactive and takes initiative.
- Presentable, outgoing with a pleasant character.

### **DESIRABLE**

- Ability to move freely and frequently travel to the field.
- Previous experience working with international humanitarian organization.
- Familiarity with the Millennium Development Goals, Sphere Standards, Do no harm policy, Red-Cross/Red-crescent Code of Conduct, Humanitarian Accountability etc.
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**How**

**to**

**Apply:**

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