NRC
NORWEGIAN REFUGEE COUNCIL

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Approved by
S/Inspector
MoL
13/4/2022

NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN
VACANT ANNOUNCEMENT

Position:	Team Leader – Livelihood and Food Security
Number of Position	01
Reports to:	Field Office Coordinator
Supervision of:	2 Project Officers – Livelihood and Food Security
Duty station:	Kajo-Keji Field Office
Travel:	100% within Project Locations
Project number:	SSFM2202 (SIDA)
Duration of contract:	8 Months (with possibility of extension based on availability of funding)

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The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core activities include Education, Shelter & WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

All NRC Employee are expected to work in accordance with the organization's values to be **dedicated, innovative, inclusive** and **accountable** are attitude and believe that shall guide our actions and relationships.

1. Role and responsibilities

The purpose of the Team Leader is to manage the LFS project team at field office level (Kajo-Keji). The following is a brief description of the role.

Generic responsibilities (max 10)

These responsibilities shall be the same for all positions with the same title. The responsibilities shall be short and essential. Details belong in the Work- and Professional Development Plan.

1. Management of project staff
2. Implement plan of action for delegated portfolio of LFS projects (activities, budget and project documentation)
3. Day to day follow up of progress in project implementation
4. Ensure compliance with NRC policies, LFS tools, handbooks and guidelines
5. Ensure that projects target beneficiaries most in need explore and asses new and better ways to humanitarian assistance
6. Promote and share ideas for technical improvement
7. Prepare periodic project progress reports and other documents
8. Ensure capacity building of project staff and transfer key skills
9. Liaison and collaboration with relevant local authorities and stakeholders
10. Promote the rights of IDPs/returnees in line with the advocacy strategy

Specific responsibilities

These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus and type of programme intervention. This section shall be revised whenever a new employee is hired or the context changes significantly.

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- Provide day-to-day supervision and support to the LFS Project Officers in Kajo-keji including but not limited to implementation of LFS project activates, training, performance management and leave planning and tracking and progress report writing.
- In consultation with the Filed Office Coordinator and with guidance of the LFS Specialists, develop activity work plan and procurement plan.
- Oversee the preparation of PRs, advances, etc. in respect of procurements needed for trainings and other activities in a timely manner before the trainings and /or activity.
- Develop and deliver capacity building trainings for beneficiaries such as farmers groups, VLSA group members, etc. and technically mentor and supervise them,
- Assist LFS PC or Field Office Coordinator in administration, logistic (including inventory, purchases and requisitions, quotations, as well as IT hardware / software support), coordination, execution and monitoring and evaluation of the project.
- Be responsible for identifying improvements in the planning and implementation of LFS activities for Kajo-keji and assist in improving the effectiveness and technical quality of LFS project activities,
- Responsible for monitoring the impact of the project, support decision making and promote learning through documentation of best practices and follow up of necessary adjustment (Change management) or monitor, evaluate and suggest improvements to the LFS project based on observations, assessments and discussions with the LFS team members,
- Liaise and maintain excellent working relationships with the finance, admin and logistics teams to ensure full support to the project.
- Prepare financial and logistical work for activity implementation
- Coordinate field activities for targeted beneficiaries, including the preparation of information and presentation of materials and supervision logistical arrangements
- Follow-up on weekly meeting and conduct monthly and quarterly meetings and collect accurate and updated information about project activities.
- Report any problem related to finance, admin and logistics within the LFS team and the support team to the attention of the supervisor for resolution.
- Lead the establishment of transparent relationships with all partners including identification of their priorities, concerns and managing expectations in regards to LFS interventions.
- Ensure that NRC property are kept in a good and secure condition.
- Contribute to NRC's strategy, action plan, advocacy agenda, and priorities for the LFS project.
- Contribute to the development of project proposals related to the country strategy plan
- Ensure the marketing of LFS project in the communities of Kajo-Keji
- Prepare daily, weekly and monthly progress reports, donor reports, thematic reports, and correspondences with government officials and INGOs and CBOs and ensure that high quality reports are submitted to the LFS management team and donor in a timely manner,
- Perform any other task relevant to the position as may be assigned by the line manager.

Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- Project planning: FSL Specialist
- Area operations: Support Coordinators (Field Office Coordinators)
- Staff capacity building: FSL Specialists, HR Manager/Officer
- Implementation: FSL Specialists

Scale and scope of position

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Staff:	Numbers and titles of staff directly managed by the post holder, and numbers of staff and daily workers/incentive staff responsible for overall in the unit (e.g. 2 project officers and incentive workers).
Stakeholders:	Key external stakeholders the post has relationships with (e.g. UN agencies, INGOs, local NGOs, beneficiaries, community leaders, local authorities, etc.)
Budgets:	List of budgets covered by post holder, and size of budget – SIDA budget.
Information:	Brief description of the information resources the post holder is responsible for at CO level - (e.g. GORS, Agresso, Webcruiter, Intranet)
Legal or compliance:	Brief description of any legal or compliance responsibility the post holder has -(term of employment, vendors, donors).

2. Competencies

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

1. Professional competencies.

These are skills, knowledge and experience that are important for effective performance.

Generic professional competencies for this position:

- Master's Degree or Bachelor's degree in Agriculture and Livelihoods related field or social sciences.
- Experience working in Livelihood and Food Security project implementation position in a humanitarian/recovery context
- Previous experience working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Experience in administration, finance, logistics and personnel management, including training, supervision and coaching of staff
- Proven communication, interpersonal, representation, negotiation and leadership skills
- Knowledge about own leadership skills/profile
- Fluency in English, both written and verbal

Context related skills, knowledge and experience (shall be adapted to the specific position):

- Knowledge of the context in South Sudan
- Knowledge of the local languages and Juba Arabic is an advantage
- Good-level competency in computer skills (common Microsoft Windows and Office applications)
- Proven skills and experience in report writing
- Strong organizational and logistical skills and the ability to work with little infrastructure and to function in difficult situations including limited transport options.

Note: **This position is open to South Sudanese Nationals only with better contextual knowledge of the area, hence all applicants must have a VALID SOUTH SUDANESE NATIONALITY CERTIFICATE OR PASSPORT. Female candidates are strongly encouraged to apply.**

Duty Station and Living Conditions:

The position will be based in Kajo-keji and will require the staff to travel within different project areas or parts of Kajo-keji. As the position is for a South Sudanese National only, the employee will be responsible for finding his or her own accommodation and welfare.

2. Behavioural competencies (max 6)

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies, and the following are **essential** for this position:

- Handling insecure environments
- Managing resources to optimize results
- Empowering and building trust
- Managing performance and development
- Planning and delivering results

3. Performance Management

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description
- The individual Work and Professional Development Plan
- The Competency Framework

Application Procedure:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- All applicants must have a valid South Sudanese Nationality Certificate and Passport.
- Please do not submit original certificates. Submitted application documents will **NOT be returned.**
- Applications must be submitted no later than on the **6th May 2022** by Hardcopy in an enclosed envelope clearly marked **" Livelihood and Food Security Team Leader – Kajo-Keji"** to NRC Head Office Located in Juba Na Bari Area opposite American Embassy and NRC field offices in Kajo keji, Bor, Mayom, Aweil, Alek, Wau, Akobo, Koch

Only short-listed candidates will be contacted, by e-mail or by phone.
FEMALE CANDIDATES WITH REQUIRED QUALIFICATION AND EXPERIENCE ARE HIGHLY ENCOURAGED TO APPLY