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Norwegian People's Aid
South Sudan



Vacancy Announcement: Livelihoods Project Officer Based in Rumbek North County

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 these main programs: Civil Society Development, Humanitarian and Resilience Program,

NPA wishes to recruit a highly competent, proactive and self-driven individual (**South Sudanese National Only**), for the position of **Livelihoods Project Officer** based in Rumbek North.

The contract for this position is Definite Contract with possibility of extension based on performance and funding.

Purpose of the Position:

Reporting to the Team Leader in Rumbek, the Livelihoods Project Officer based in **Rumbek North County** will be responsible for providing project specific activity implementation related to FAO MSR project.

The responsibility and accountabilities of the Livelihoods Project Officer will include but not limited to development of implementation plans, activity implementation, managing the accomplishment of target results, oversee project budgets/activity line budget monitoring, monitoring and supervision of sub recipient partners and taking initiatives and actions to ensure that project implementation complies with all NPA and donor funding conditions, rules and regulations.

In addition, the Livelihoods Project Officer will ensure effective representation and liaison between NPA and other INGOs, NNGOs, CSOs, Local Authorities and visiting donors and stakeholders at the local level to promote extensive participation and representation of NPA programs and activities.

Duties and Responsibilities:

Project Planning and Activity Implementation [70%]

- Facilitates the implementation of project activities at field level ensuring that technical quality and standards are considered and respected during project(s) implementation.
- Participates in regular project coordination/review meetings organized at field level.
- Ensures project implementation is on time, target and budget, using effective M&E systems to reach desired impacts.
- Ensures that the project is implemented in accordance with relevant NPA technical guidelines and standards.
- Updates regularly the work plan and other documents relevant for effective project management.
- Facilitates establishment of Community groups of farmers field school-FFS, vegetable growing and demo plots groups, income generating groups-IGA/VSLA in all Project Operation areas
- Participates in NPA delegated meeting and state coordination meetings with line ministries and relevant authorities at different levels (State and counties).
- Leads data collection, verification, analysis, processing, and present performance reports
- Maintains records of participants, inputs, outputs and impact of all Plan food security projects (filing system0.

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- Mobilizes and sensitizes the community of **Rumbek North County** and all livelihoods/agriculture stakeholders for the implementation of the project.
- Participate in the implementation of the project and ensure that the project systems, staff, stakeholders, and beneficiaries are working to achieve the project goal and objectives, and that the project always maintains NPA and donor accountability standards.
- Raises community awareness and appreciation of new model through visibility events at community level.

Reporting and Communication [10%]

- Ensures that project staffs effectively monitor activities and prepares reports in a timely manner to track the progress of the interventions.
- Provides regularly and timely updates on progress and challenges to Team Leader and other team members on as per need basis.
- Drafts (internal) narrative reports and contribute to the development of financial reports through regular budgetary follow up.

Monitoring and Evaluation [10%]

- Participates in internal and external monitoring and evaluation exercises.
- Conducts regular field monitoring visits to project sites.
- Captures and shares project significant change stories.
- Supervises visits, monitors and reports on activities done by the partner organisation.
- Participates in baseline surveys, appropriate assessments and submit reports for necessary actions.
- Carries out needs' assessment, project evaluations in liaison with the Assessment & Monitoring Manager and other stakeholders.

External Relations [10%]

- Supports, facilitates or undertakes communication and liaison activities to actively consult and involve beneficiaries, key informants, actors, partners and stakeholders in all stages of project design and implementation.
- Represents the project to local stake holders and ensure that these are fully appraised of project activities including staffing, choice of project areas as well as expected project outcomes.
- Liaises with technical counterparts in government and humanitarian organizations and participate in donor liaison.
- Ensures good working relationship with the local authorities and communities, UN, international and local organizations, and other relevant actors.

Key Performance Indicators (KPIs)

1. Timely and accurate preparation of work plans.
2. Timely preparation and submission of progress reports.
3. Regular partnership training, mentoring and coaching.
4. Implementation of activities as per work plan.



Required Qualifications:

A minimum of a Bachelor's Degree in Agriculture/Development Studies.

Experiences:

- At least 3 years' experience implementing food security and livelihoods projects
- Relevant experience in implementing FAO/NORAD/EU funded projects and good understanding of reporting requirements.

Other Qualifications:

- Good understanding of development and emergency response issues, in the area of food security and livelihood.
- Experience of developing, maintaining and improving relationships with local governments, UN Agencies, local and international NGOs.
- Diplomacy and Confidentiality.
- Computer literacy skills – MS Office applications, word, excel, PowerPoint, Spread sheets etc.
- Strong analytical skills, proven proposal writing skills.
- Good communication (written and verbal) skills in English.
- Strong interpersonal and excellent organizational skills.

Personal Qualities/Competences:

- Good communication-, networking- and interpersonal skills
- Ability and readiness to work under pressure and deal with difficult and complex conditions
- Ability and willingness to work and live under difficult circumstances
Analytical, systematic and structured.

Additional Considerations:

- The Livelihood 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 Livelihoods 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.
- The Livelihoods Project Officer is to abide by the policies and personal codes of conduct set by the Norwegian People's Aid (NPA) and represent the organisation in a loyal and responsible manner.

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

Hard copy applications and CVs/Resume can also be delivered to NPA Juba Office on Martyr's Street Opposite UNICEF Office.

Applications submitted after 12:00 noon on Thursday 13th June 2024, will not be considered.
Shortlisting will be done on rolling basis.

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

This Position Is Contingent Upon Securing Funding.

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