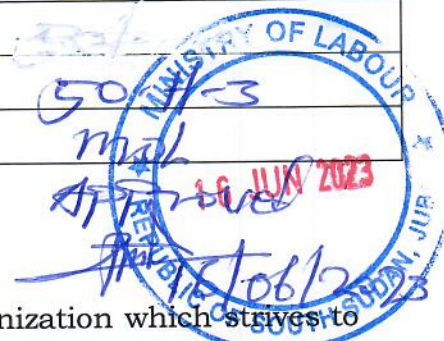




| | |
|-----------------------|--|
| Job Title: | Project Assistant |
| Job Location: | Kapoeta East (Lotimor, Natinga, Katidori and Nanyangacor) |
| Reporting to: | Project Officer |
| Starting Date: | 15th June, 2023 |
| Closing date: | 7th July, 2023 |



INTRODUCTION:

ACROSS is an Interdenominational Church base organization which strives to provide humanitarian assistance (including emergency/relief, rehabilitation and development work) to local communities, internally displaced persons, refugees and other vulnerable communities to enable them to realize their purpose and value as human beings. ACROSS in South Sudan is urgently looking for a competent qualified South Sudanese for the position of Project Assistant.

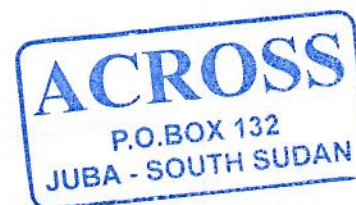
Main Job Purpose:

The primary purpose of the position will be to support the implementation of the project: **'Enhancing livelihood of the drought affected communities'** with the primary objectives of the livelihood and the peaceful coexistence of communities in Kapoeta East are enhanced. And to achieve the two objectives above, the focus will be on ensuring that food shortages of some households reduced from 4 months to zero and the occurrence of violent conflicts (revenge killings, road ambushes, cattle theft, and domestic violence) in the target Payams is reduced by 35%. And to achieve maximum performance leading to successful implementation of this project and its activities the FSL Assistant in coordination with the FSL officer, would ensure that Bread for the World/PDD funded food security and livelihood Programme is implemented on time, to a high quality and in an accountable manner conformable to donor compliances

JOB FUNCTIONS:

Programme Implementation Planning:

- Provide direct expertise and technical assistance to project beneficiaries in the field sites to improve agricultural productivity and alternative livelihoods.
- Work with other food security and livelihood sector unit in the project sites and other relevant local authority in beneficiary identification and verification at field site.

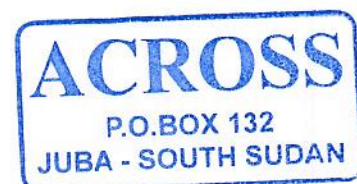




- Responsible for beneficiary mobilization and sensitization for Livelihoods activities.
- With the support from FSL officer, the postholder is responsible for community/beneficiary mobilization and registrations for Livelihoods activities and ensuring that beneficiary documentation is correctly captured filled and filed.
- Help facilitate farmers' field school sessions to improve their agronomic practices.
- Train household heads provided with vegetables and fruits on vegetable production and agroecological farming practices.
- Help establish farmer groups and train on Zai PIT farming techniques using different crops, seeds, and vegetables.
- With the support from FSL officer, and Project manager, the postholder will assist to establish VSLA and help facilitate the training on small business management to diversify their income sources.
- With the support from FSL and project manager, the FSL assistant would help facilitate the training of women and girls on handcrafts (bread making, calabash decoration).
- Help establish fruit trees nurseries for demonstration and management of seedlings in two Payams.
- Help facilitates conduct of sport activities for peace and social cohesion.
- Conduct an on-job training/coaching on Project Site visits.
- Ensure that the PDD/BfthW/PADD project engages local stakeholders (chiefs and elders) and develops local capacity for longer term sustainability.
- Distributions of seeds, and other items provided for in the project implementation cycles.
- Work closely with Agriculture extension workers and community peace mobilizers in areas of training, coaching, and monitoring role model farmers' performances and needs.
- Following up on farmers' daily/weekly base on any issues that arise in the fields or any of the project activities and report to immediate supervisor.
- Help control the process of distribution of all project items and other FSL components to the beneficiaries and listen to complaints that may arise during and after the services deliveries.
- Performs any other assignment as may be assigned by the supervisor/Line manager.

Community engagement and advocacy

- With the support from Project Officer and the Project manager, the Project Assistant would facilitate the process of identifying beneficiary groups, verification, and reporting on all FSL components at the field levels.
- Mobilize and facilitate the engagements of local stakeholders during the implementation period of the project to ensure ownership of the project activities at the grass root level.



- Networking and collaboration with other actors on same project site towards effective implementation of the food security and livelihoods at field levels.
- Mobilize and support trainings of beneficiaries on food security and livelihoods together with the Project Officer.

Documentation, Reporting and knowledge management

- With support from FSL officer, Prepares and share the impact of the project activities conducted using sample monitoring matrix – planning. A tool provided by the donor to keep track of the indicators.
- Submit accurate progress/ quarterly reports as per donor requirement and compliances to the Project officer.
- Ensure safety and confidentiality of all project information, including beneficiaries lists and other most relevant activity reports to be kept safe in files and ensures backup is/are in place.
- Ensure that all reports including success stories are captured within the time it happens in share the details of the person/beneficiaries rightly.

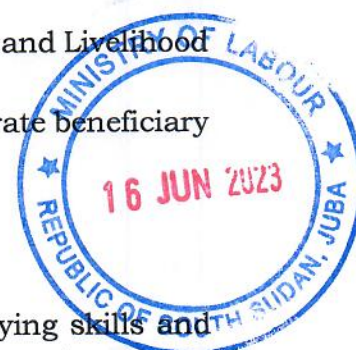
MINIMUM QUALIFICATIONS & EXPERIENCE REQUIRED:

a. Education:

- Diploma in Agricultural. Agrivet, Environmental science, Community Development, or related fields.
- Additional professional technical skills or training in Agriculture are desirable.

b. Work Experience

- 2-5 years relevant experiences in implementing Food Security and Livelihood Program
- Excellent ability to monitor on-the-ground activities and integrate beneficiary feedback into planning.
- Demonstrable ability to facilitate training sessions.
- Computer literacy, especially in MS Word and Excel.
- Demonstrated ability to compile high quality written reports.
- Demonstrated ability to work in multi-tasked team with varying skills and experiences in a multi-sector approach and maximum collaboration among sectors to help improve programming (e.g., cooperation with the nutrition team).
- Demonstrable ability to collaborate across organizations and build network beyond ACROSS.
- Able to represent ACROSS South Sudan in all for a and government institutions and other stakeholders in a professional manner.



PERSONAL SKILLS/ATTRIBUTES REQUIRED:

- He/she should be able to respond to or assist in matters arising from work and have very good interpersonal, mediation, negotiation, and conflict resolution skills.
- S/he be able to exhibit organizational, verbal, and written communications skills, investigate and analyzes situations and be able to recommend suitable strategy for solving problems.
- S/he be flexible, adaptable, and able to work effectively in a range of settings and in a cross-cultural situation and be knowledgeable of the services available in the community.
- He/she must demonstrate sound judgment particularly in dealing with safety issues and in dealing with beneficiaries of different characters.
- should understand food security and livelihood with all its components, including managing VSLA, handcrafts, and other IGAs.
- should have good assessment skills.
- should be able to capture and write success story explicitly and with sense of relevancy or in relation to the project.

Desirable Qualifications and Skills

1. Knowledge of policies and procedures of the protection.
2. Commitment to Child protection, Prevention of SEA and Safeguarding of Adults.
3. Commitment to help persons of concern and willingness to cooperate with counterparts.
4. Strong interpersonal and communication skills in a multi-cultural setting.
5. Ability to live and work in the difficult and harsh conditions is desirable.
6. Computer Knowledge (Microsoft Office-Word, Excel, PPT and outlook email).

If you believe you meet the above qualifications, please send us either soft or hard copies of your Curriculum Vitae (CV), Nationality Certificate, Cover Letter and a written Christian Testimony by email to recruitment@across-ssd.org

or

Hand deliver to ACROSS office located at KAPECO compound, Kapoeta South County or ACROSS Nanyangacor Office, located at CDOT compound in Nanyangacor or RRC office at Narus, Kapoeta East HQs.

- **Applications without Personal written Christian Testimony (Not letter from the church) will not be considered.**
- Both Females & Males candidates are encouraged to apply.
- Only shortlisted candidates will be contacted.
- **This Vacancy is open to South Sudanese ONLY and Preference will be given to suitable applicants from Kapoeta East since this is a junior position.**



- Applications once received are NOT Returnable.
- Attached copies of your Certificates (**Application letter, updated CV & Copies of relevant academic documents should come in one document file**).

ACROSS has Zero Tolerance to Sexual Exploitation & Abuse, Harassment & Corruption. Successful candidates will undergo thorough background check before they are considered for job offer.

