

I APPROVED & PASSED  
on Notice Board.

tearfund

Job Advertisement

POSITION: Food Security and Livelihood Assistant Project Officer

LOCATION: Kajo-Keji

STARTING DATE: ASAP

Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

Our vision is to see all people freed from poverty, living transformed lives and reaching their God –given potential by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund South Sudan Programme is looking for a suitable South Sudanese candidate to fill in the position of **Food Security and Livelihood Assistant Project Officer** to be based in **Kajo-Keji**.

1. JOB OVERVIEW
2. Main purpose of the job

The Food security and Livelihoods Assistant Project Officer will contribute to the successful planning and implementation of interventions in the HERD project assisting the Food Security and Livelihoods Project Officer in the implementation of the various components of the project (such as Food assistance, Agro input distribution and Extension services, VSLA activities). He/she will be providing training and line management of Field Extension Workers and the Temporal local hired staff; quality control and monitoring of project activities; development of weekly, monthly and quarterly implementation plans and coordinate the community mobilisation. His/her work will also include coordination and representation roles at the county and payam levels with local authorities, local churches and other partner agencies. He/She is responsible for the direct supervision of the Agricultural Extension workers, Food monitors, VSLA Facilitators and Village agents focal point person in community liaison with greater focus on resilience building through VSLAs.

3. POSITION IN THE ORGANIZATION

- Grade: B2
- Reports to the Food Security and Livelihoods Project Officer
- Direct reports: Agricultural Extension workers, Food monitors, VSLA Facilitators and Village agents
- Liaise closely with officials of organisations working in Kajo Keji, including State Ministry of Agriculture other INGOs, NNGOs and UN agencies such as FAO and WFP

4. Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:-



- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

#### 5. Organisational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

- **KEY RESPONSIBILITIES**

- **Programme Strategy**
- Provide the local information to the Program manager as part of the programme's strategy development process.
- Develop the HERD project implementation strategy, linking to the location and Performance Measurement Framework for Food Assistance and In-kind Transfers or Commodity Vouchers, with Livelihood Products including the VSLAs
- Consider and develop opportunities for further programming in protection including protection mainstreaming in all project components
- Ensure that Tearfund's purpose, values and the programme objectives are communicated amongst staff to create mutual understanding and ownership and facilitate input from staff in the strategic planning process
- **Project / Support function management**
- Lead on conducting Field assessments (including market assessments, livelihood capacity/skills assessments, gender analysis) in collaboration with other sectors and the development of new project proposals in the project area, in accordance with the Programme Framework, ensuring that assessment reports are written and disseminated.
- Monitor the humanitarian situation in the Kajo Keji and other neighbouring counties, making detailed reports and within the agreed site and propose recommendations regarding community needs, vulnerabilities/capacities and develop suggested responses.
- In collaboration with State/county technical working groups, UN clusters, local authorities and community representatives, undertake detailed analysis and design appropriate project interventions to meet needs and strengthen local capacities. Actively engage with other humanitarian actors currently implementing interventions to ensure coordination and harmonisation of approaches where appropriate.
- Ensure the planning of safe delivery and distribution to beneficiaries, including advising on and adhering to standard operating procedures (SOP) for COVID -19 and other protocols, safety and security measures and training staff on SOP and safety and security measures.
- Liaise with the Logistics, Finance and other departments as appropriate to identify and plan the support needed for implementation of projects, advising on procurement needs as appropriate.
- Support in Livelihoods and resilience related project proposal development (including narrative, log frame, activity schedule and budget) for country office review and submission to donors, providing high quality project baselines, monitoring and evaluation information in terms of contents and presentation.
- Provide interim and final project reports to the Program Manager for submission to the country office in accordance with the reporting schedule and the required reporting formats.
- Develop and Manage the implementation of project activities to achieve project goals and objectives including designing and implementing relevant indicators, monitoring and evaluation systems and frameworks (including ongoing market analysis, expenditure tracking and impact assessment



methodologies) in addition to supporting mid term reviews in accordance with Tearfund and donor requirements.

- Responsible for managing project budgets, monitoring expenditure to budget and identify and act on any corrective actions required. In conjunction with the Finance Manager, Logistics Manager, and finance and logistics staff, ensure project budgets are well scheduled and a procurement plan is drawn up.
- Conduct regular visits to project implementation sites, advice and support HERD Project staff with the identification and resolution of technical issues.
- Participate in project evaluations and assist in the analysis of results
- Identify project staff capacity building needs across sectors and share with Program Manager and the Livelihoods and Resilience Adviser for proper design of coaching and capacity building programs for quality project cycle management including programme design, embedding Tearfund's Quality Standards, monitoring & evaluation
- Participate in the development and contextualisation of materials, together with administration of workshops, training and meetings (Farmers, VSLAs, local committees) that are hosted as part of the project.
- Participate in knowledge and information sharing within the project.
- Identify, document and disseminate relevant project learning within the project

- **Corporate policy and compliance**

- In collaboration with the project officer, take some responsibilities for ensuring understanding and compliance amongst project staff to security and health and policy, and any accidents or potential incidents are recorded
- Responsible for compliance amongst extension workers with the procedures set out in Tearfund's policies.
- Responsible for induction of his/her own staff, ensuring their familiarity with Tearfund's mandate, values, Quality Standards, policies and programme objectives and their individual responsibilities in upholding these standards and policies.
- with support from the project Officer, Stay updated with the changing security and political situations which may have an impact on the programming, adapting project plans and strategy as required and preparing project contingency strategies.
- Support the project Officer Continuously in monitoring and developing relevant accountability initiatives within the protection sector as well as strengthening the effort to document the impact of activities.
- Support the Project Officer and Manager in ensuring project completion, filing and archiving procedures are implemented, with a system for filing project documents in a clear and ordered way.

- **Team management**

- Provide leadership to some project staff, ensuring clarity over plans and priorities, encouraging effective team-work; including working in coordination and collaboration with the other sectors and overall project team for large scale projects including BHA.
- Provide supervision, guidance and monitoring for some project staff, ensuring clarity over project plans and priorities and encouraging effective team work
- Ensure Tearfund's performance management system is effectively implemented with objective setting, probationary reviews, regular catch-ups, performance appraisals and exit interviews.
- Support the implementation of Tearfund's staff development policy, including personal development planning, in a way that is consistent and transparent
- Provide spiritual and pastoral support where appropriate

- **External representation**

- Build positive working relationships with local communities, community leaders and other authorities including relevant Ministries Chamber of Commerce, UN agencies and INGO/ NNGO/CBO representatives.
- Make sure that project activities comply with Ministry Agriculture and other Food Security Response guidelines including SPHERE standards.



- Represent the organisation in relevant inter-agency workshops, conferences and sector coordination meetings as required at state or County level.
- Host occasional visits to project sites by interested personnel and /or donors.
- Coordinate the exit process and ensure finalization of all procedures within 2 weeks to a month.

PART 2 – PERSON SPECIFICATION

**JOB TITLE: Food Security and Livelihood Assistant Project Officer**

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Diploma in Food security, Agronomy or any social/development studies. Agric and Rural Development/Innovation.</li> <li>• Experience in Food Security and Livelihoods Sector activities and/or community development/social programming and mainstreaming with other related sectors.</li> <li>• Strong background of VSLAs, including formal training on Methodologies.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in the relevant field</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience in Facilitating VSL training in a wider and Multi facet contexts</li> <li>• Experience of leading and facilitating prayer and Bible study groups</li> <li>• Experience in complex and dynamic environments, suitable to the South Sudan context</li> <li>• Experience in working closely with the government and other partners</li> </ul>	<ul style="list-style-type: none"> <li>• Previous work in Food Security / WASH, Livelihoods or nutrition projects (especially voucher/cash transfers)</li> <li>• Experience in protection and gender mainstreaming</li> <li>• Experience in livelihoods related research</li> <li>• Experience of working with youth and Women groups</li> </ul>
<b>SKILLS/ABILITIES</b>	<ul style="list-style-type: none"> <li>• Leadership skills</li> <li>• Problem solving skills</li> <li>• Training skills</li> <li>• Excellent written and verbal communication skills (including ability to communicate effectively in a particular language other than English in certain locations)</li> <li>• Ability to learn fast</li> <li>• Computer literate (Word &amp; Excel)</li> <li>• Ability to communicate confidently and comfortably about own personal faith</li> <li>• Ability to lead and facilitate team in project implementation and pray and Bible study</li> <li>• Ability and commitment to apply biblical principles prayerfully within all aspects of the role</li> </ul>	<ul style="list-style-type: none"> <li>• Report writing skills</li> <li>• Arabic or local language skills</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Committed Christian who recognises Jesus Christ as their Lord and Saviour</li> <li>• Committed to Tearfund's Mission, Values and Beliefs</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding the local context, culture and practices.</li> </ul>



**How to Apply:**

If you believe you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the HR Department at Tearfund office, Located in Leikor Boma, Kangpo I Payma detailing your experience for the post and include your daytime telephone contact. Applications online can be submitted to [southsudan-recruitment@tearfund.org](mailto:southsudan-recruitment@tearfund.org). The subject matter of your email should be the title of the job you are applying for.

Closing date for receiving applications is **23rd April 2021 at 5:00pm.**

**NB:**

- Female candidates are strongly encouraged to apply
- Only short-listed applicants will be contacted for interviews
- Applications once received are not returnable
- Contract period for this position will be 11 months and can be extended subject to available programme funding.

