

50.11.3
MOL
Approved

EXTERNAL ADVERTISEMENT

Humanitarian and Development Consortium (HDC) is a legally registered National Non-Governmental Organization (NNGO) operating across four (4) states and two Administrative Areas in South Sudan. Within the four (4) states and two Administrative Areas, HDC is working with the Refugees, IDPs, returnees and Host Communities to improve the livelihoods of needy people and enable them to realise their potential and enjoy dignified lives. It also provides protection to the most vulnerable individuals with specific needs. It endeavours to promote human dignity and create peaceful environment for individuals to realize their full potential. It is in this framework, that HDC is to recruit;

JOB TITLE:	Livelihood Project Officer (1)	Duty station	Juba
REPORTS TO:	Area Manager		
CONTRACT PERIOD:	Four (4) Months with possibility of extension	TYPE:	Full-time
OPENING DATE	30 th January, 2025		
DEADLINE OF SUBMISSION:	18 th February, 2025		
NATIONALITY	South Sudanese		



Scope of work

The Livelihood Project Officer will ensure that program implementation is responsive to community needs, meets targets, and carry out in line with best practices. He/she will ensure that beneficiaries are effectively targeted according to vulnerability criteria. The Livelihood Officer will also ensure effective program reporting, monitoring and evaluation on project activities implementation.

Duties and Responsibilities

- ❖ The main responsibility of this position is function in the targeted communities for delivering the livelihoods and empowerment services.
- ❖ The Livelihood Officer will assist the beneficiaries and do identification based on the type of assistance required.
- ❖ Ensure coordination, leading and conducting rapid sectorial needs and market assessments in the field.



- ❖ Regularly monitoring field activities and provide timely inputs and feedback to the Area Manager to ensure the implementation is effective and efficient;
- ❖ Assess the potential of the communities to establish a community-based support system for the vulnerable cases;
- ❖ Data collection by using needs assessment, identification of beneficiaries and data collection to be done either via paper forms or through digital equipment;
- ❖ Ensures liaison with communities, maintaining links with community leaders and engaging consistently with beneficiaries and other relevant stakeholders in the field specially UNHCR and other local authorities.
- ❖ Responsible for logistical implementation of livelihoods goods, including distribution of goods in the distribution sites;
- ❖ Conduct training, awareness sessions and any other activities in the field as part of the implementation plan;
- ❖ Produce basic reports on distributions, success stories and case studies with beneficiaries;
- ❖ Closely liaise with other Livelihood staffs to seek synergies and ensure holistic program implementation and act as back-up of other officer in his/her absence.
- ❖ Be able to explain the different types of assistance delivered by HDC to the relevant staff and other stakeholders;
- ❖ Develop selection criteria in consultation with the protection and legal colleagues and UNHCR staff for effective project implementation;
- ❖ Ensure identification and verification of the project beneficiaries as per the project requirements using the established criteria;
- ❖ Prepare required training materials and plan for the identified training needs or business enterprise;
- ❖ Also ensure training and provision of start-up kits for the participants with close coordination and support of UNHCR, Protection and Legal team.
- ❖ And other job related duties and responsibilities as may be directed by the line manager or other senior managers.

Requirements:

- University degree in agriculture or other related fields;
- Three years or more of relevant professional experience in Livelihood projects implementation;
- Previous working experience with IDPs, refugees and returnees;
- Strong knowledge of Food Security and Livelihoods in the humanitarian context;
- Computer literacy (Word, Excel and power point);
- Good interpersonal and communication skills;
- Strong data collection and reporting skills;
- Ability to work under pressure and as part of a team;
- Fluency in English and Arabic (written and spoken).



INTERESTED QUALIFIED APPLICANTS:

Submit the followings documents at HDC office at Rock City in Juba, South Sudan before 5 PM on Tuesday 18th February, 2025. Please indicate the position you are applying for (Livelihood Project Officer) on the envelope or subject line of the email for submission. For online submission, kindly send your application documents via e-mail to info@hdcafrica.org

- 1) Cover Letter/ application letter
- 2) Updated CV
- 3) Recommendation Letters from previous employers
- 4) Copies of Education Certificates
- 5) Copy of National ID

NB: Humanitarian and Development Consortium (HDC) has zero tolerance for Sexual Exploitation and Abuse (PSEA) and adhere to safeguarding policy and code of conduct that is enshrined in the prevention of Sexual Exploitation and Abuse (PSEA) which is a mandatory to all the staff employed by HDC.

- ONLY SHORT LISTED CANDIDATES WILL BE CONTACTED

HDC is an equal opportunity employer and promote gender equality and diversity and qualified women are strongly encouraged to apply.

NB: Due to the urgent need to fill the position, HDC recruitment team will continually review the applications upon submission, conduct the interviews and possibly select the suitable candidate even before the deadline. If interested, kindly submit your application as soon as possible.

BE ADVISED: *Do not submit original documents. However, you may be asked prior to the interview process to present the original documents for verification. Be reminded that the submitted application documents are not refundable.*

