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Approved
by Assistant Insp. Pol


MINISTRY OF
REPUBLIC OF SOUTH SUDAN, JUBA
16 SEP 2021

LOCAL RESPONSE POOL FUND-SOUTH SUDAN (LRPF-SS)

Posting Title:	Knowledge Management Officer
Department/Office:	Fund Secretariat/ Local Response Pool Fund – South Sudan
Duty Station:	Juba
Posting Period:	16 th September 2021 – 5 th October 2021
Duration:	September – 31 st December 2021

Organization Setting and Reporting

The Local Response Pool Fund South Sudan (LRPF-SS) is a local pool fund created by National Non-Governmental Organizations (NNGOs) and Civil Society Organizations in South Sudan with support from Save the Children International, Care International, CAFOD & Trocaire, Tearfund, Christian Aid and the South Sudan NGO Forum with the vision to deliver more relevant, effective and mutually accountable humanitarian assistance, by optimizing the strengths and the capabilities of national organizations, in collaboration with international organizations and other stakeholders.

LRPF-SS's objective is to set-up its operational structure for the pool fund; increase availability of funds for rapid local humanitarian action (emergencies and protracted recovery through different granting cycles and channels to rapidly meet the needs and gaps of the affected communities; document success, challenges, opportunities and learning of localization through action by local entities and especially as a channel through which local NGO's can directly reach donors

The Fund Secretariat of the Local Response Pool Fund – South Sudan is hosted in Save the Children International Juba office. The LRPF-SS Fund Secretariat staff will be recruited by Centre for Emergency and Development Support (CEDS) but will work for the LRPF-SS Fund Secretariat.

The LRPF-SS is advertising for the position of Knowledge Management Officer in the Fund Secretariat to take lead in documentation of success and learnings of the LRPFSS pilot project.

Responsibilities:

- Maintain a set of documentation of meetings and trainings organized
- Collect, compile and develop Case Studies and success stories of the project activities
- Collect the updated training manuals, guidelines and others when needed
- Organizing an archiving system and control the access to documents



- Work with the Fund Manager to ensure quality and consistency of documentation practices across the organization
- Utilize storage software and applications for electronic filing
- Establish electronic filing system and backup system of the project
- Carry out research/survey/assessment activities in the project
- Analyze survey data/reports and provide guidance for program improvement
- Enhance Media communication, dissemination, sharing and networking
- Ensure collection, sharing and disseminating of the project experiences, learning and good practices
- Work closely with the Fund Manager and strengthen the M&E system
- Monitor implementation of activities through regular field visits and interactions with communities, local government bodies and other stakeholders.
- Document and disseminate promising approaches, technologies, guidelines and learning of the programme for advocacy and policy development.
- Compile various reports (monthly, quarterly, bi-annual, annual etc.) and other information
- Support in conducting programmatic monitoring, reviews, assessments and evaluation of the programme.
- Professionally discharge assignments/ tasks delegated/dispensed by the Fund Manager
- Be proactive in bringing innovations and to take new initiatives into the project
- With support from the Fund Manager, initiate joint monitoring visits in collaboration with local government and other key stakeholders and feed in the Fund Secretariat for the effective implementation of program intervention
- Other specific responsibilities as assigned

Competencies

Professionalism: Sound knowledge of and exposure to a range of humanitarian assistance, emergency relief and related human rights issues, to include approaches and techniques to address difficult problems; strong research skills, including ability to evaluate and integrate information from a variety of sources and assess impact on the humanitarian rights and protection situation in assigned country/area and ability to work under extreme pressure, on occasion in a highly stressful environment (e.g. civil strife, natural disasters and human misery).

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates



appropriate amount of time and resources for completing work; monitors and adjusts plans and actions as necessary and uses time efficiently.

Accountability: Takes ownership of all responsibilities and honors commitments; operates in compliance with organizational regulations and rules; supports peers, provides oversight and takes responsibility for delegated assignment and takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Qualifications and skills

- Completed Bachelor/Master's degree in Social Sciences or Data management, M&E or related
- Strong computer literacy with full knowledge of MS Office applications
- Strong knowledge of mobile data collection tools and best practices. Experience with case management systems preferred
- Demonstrated attention to detail, ability to follow procedures, meet deadlines and work independently and cooperatively with team members
- Strong team coordination, listening, and consensus building skills
- Multi-tasking, prioritizing, problem solving and simultaneous attention to detail as well as strategic vision are essential
- Logical Framework Analysis and reporting skills are essential

Work experience

- Minimum of 5 years progressively responsible professional experience in project monitoring, supervision, evaluation and research
- Experience in emergency setting, working with Pooled Funds' CBPF funded NGO is desirable
- Experience working in consortium projects is desirable

Languages

English is the working language for LRPF-SS Fund Secretariat. For the position advertised, fluency in English is required. Knowledge of Arabic is desirable.

Assessment

Evaluation of qualified candidates may include a desk review of the applications, an assessment exercise and/or a competency-based interview.

Further Information & How to Apply:

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Nationality ID, Academic documents &

relevant certificates addressed to **The Secretary of the LRPF-SS Steering Committee** and emailed to lrpfsteeringcommittee@gmail.com. Applications can also be dropped off at Save the Children International Juba office at Hai Malakal before closing date of **5th October, 2021 by 5:00 PM**. (All applications must be clearly marked LRPF-SS)

The position must be clearly indicated in your subject-line or envelop. LRPF-SS will continue to screen applications upon receipt due to the urgency of the position.

Please note that:

- Female Candidates are encouraged to apply
- Only candidates who meet the selection criteria will be contacted.

NB: Due to the urgency of the position, applications will be reviewed as received and the position may be filled before the deadline.

