



**NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN
VACANT ANNOUNCEMENT**

Position: Livelihood, Food Security (LFS) Project Officer. (x5, Five positions)
Reports to: Livelihoods, Food Security Project Coordinator
Supervision of: None
Duty station: Leer/Koch
Duration and type of contract: 8 months (Fixed Term Contract – with possibility of extension depending on funding)

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer humanitarian assistance regardless of race, nationality, or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety, and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core activities include Education, Shelter & WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

All NRC Employee are expected to work in accordance with the organization's values to be **dedicated, innovative, inclusive,** and **accountable** are attitude and believe that shall guide our actions and relationships.

1. Role and responsibilities

The purpose of the officer position is day to day implementation of the support functions responsibilities. Use actions words such as ensure, implement, or assist for the position relevant responsibilities.

Generic responsibilities:

These responsibilities shall be the same for all positions with the same title. The responsibilities shall be short and essential. Details belong in the Work and Development plan.

1. Ensure adherence to NRC policies, tool, handbooks, guidelines, and donor requirements.
2. Implement the FSL/Education activities according to strategy, proposals, budgets, and plans.
3. Prepare periodic status reports and other documents as required by management.
4. Break down the annual operational plans into weekly, monthly, and quarterly implementation plans.
5. Coordinate with relevant partners
6. Ensure that procurement, development and distribution of materials and equipment are timely and according to procedures.
7. Promote and share ideas for technical improvement to improve the quality of the activities.
8. Ensure that projects target beneficiaries most in need and explore and asses new and better ways to assist.

Specific responsibilities:

These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus, and type of programme intervention. This section shall be revised whenever a new employee is hired or the context changes significantly.

Program implementation and execution

- Contribute to proposal development and Annual Planning processes.
- Conduct beneficiary mobilization and registration in the project sites and ensuring that all the project goals are achieved in a timely manner and on budget.
- Implement community-based initiatives that promote school enrolment, retention, and transition in consultation with the Program Coordinator.
- Support distribution of food commodities during GFD in the community and school feeding in schools, distribution of teaching and learning materials and lead follow-ups on appropriate and correct usage of project resources supplied to schools.

Capacity building

- Assist the Program Coordinator to develop and execute teacher support programme at school level together with Ministry of Education officials.
- Conduct training for PTAs and teachers in collaboration with other team members
- Guide and support teachers in delivering conflict sensitive education.
- Take lead in the training of project management committees, complaints help desk committees and local leaders on their roles in the food management processes during GFD.

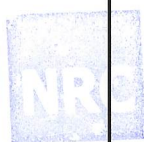
Program monitoring and accountability

- Conduct field data collection for baseline survey and evaluation, Post Distribution Monitoring (PDM), Pre- and Post-harvest assessment
- Report any problem related to finance, admin, and logistics within the FSL team and the support team to the attention of the FSL management team for resolution.
- Lead the processes of monitoring, tracking attendance and recommend appropriate steps to take in case of gaps.
- Lead the process of setting up CHDs in the distribution points and facilitate the feedback process.
- In coordination with M&E Officers participate in education assessments and determine priority needs in project locations
- Ensure correct data collection and tracking of all education interventions and participate in compiling emergency related internal (bi-weekly, monthly, quarterly) and external (interim and final) reports

Critical interfaces:

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- Program Coordinator
- PM
- CC Specialists.



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Scale and scope of position:

Staff: None
Stakeholders: FSL/Educations actors including NGOs, government
Budgets: N/A
Information:
Legal or Donor guidelines relating to FSL projects
compliance:

2. Competencies:

1. Value driven competencies

Values are aspirational attitudes and beliefs that influence the way people conduct themselves. NRC's values are: Dedicated, Innovated, Inclusive and Accountable.

2. Behavioral competencies

These are personal qualities that influence how successful people are in their job. Of the 12 behavioral competencies, the following are **essential** for this position:

- Managing resources and achieving results
- Handling insecure environments
- Working with people
- Coping with change

3. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

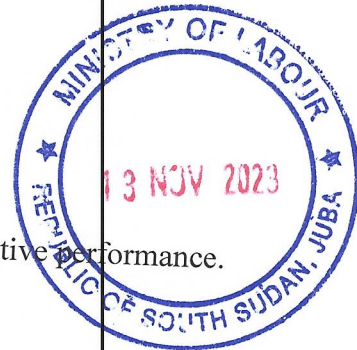
Generic professional competencies for this position:

- Experience from working as FSL/or Education Project Officer in a humanitarian/recovery context.
- Experience in running food security and livelihood, Education and School Feeding activities and Cash Based approaches.
- Previous experience from working in complex and volatile contexts.
- Documented results related to the position's responsibilities.
- Knowledge about own management skills/profile
- Fluency in English, both written and verbal

Context related skills, knowledge, and experience (shall be adapted to the specific position):

- University degree in relevant field
- Knowledge of the context
- Knowledge of Juba Arabic and other local languages an advantage
- Good-level competency in computer skills (common Microsoft Windows and Office applications)
- Proven skills and experience in report writing.
- Strong organizational and logistical skills and the ability to work with little infrastructure and to function in difficult situations including limited transport options.

3. Performance Management



The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description
- The Work and Development Plan
- The Mid-term/End-of-trial Period Performance Review Template
- The End-term Performance Review Template
- The NRC Competency Framework

Application Procedure:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- All applicants must have a valid South Sudanese Nationality Certificate and Passport.
- Please do not submit original certificates. Submitted application documents will **NOT be returned**.
- Applications must be submitted no later than on the **Thursday 30th November 2023** by Hardcopy in an enclosed envelope clearly marked **“Livelihood, Food Security Officer (LFS-Officer)”** to NRC Office-Juba South Sudan, Tongping-Opposite US Embassy or NRC Office in Leer.

Only short-listed candidates will be contacted, by e-mail or by phone.

**FEMALE CANDIDATES WITH REQUIRED QUALIFICATION AND EXPERIENCE ARE
HIGHLY ENCOURAGED TO APPLY**

