

50.4-3
Approved
15/12/2022



JOB DESCRIPTION

Position	Field Extension Workers – 02 Positions.	Starting Date	20-01-2023
Reference of the offer	ACTED Juba	Publication Date	15-12-2022
Location	Yei	Type of contract	FIXED TERM CONTRACT
Duration	6 Months	Security Level	

About ACTED

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 4,800 national staff, 450 international staff, ACTED is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. www.acted.org

Context of the position and key challenges

This advertised position is based in YEI within the Greater Eatoria Area. Under the supervision of the FSL Project Officer (PO), the Field Extension Worker is responsible for ensuring proper implementation of ACTED's FSL project in the field. The project is implemented in partnership with GIZ. The Extension Worker implements field operations and ensures effective and timely completion of activities, delivery of quality outputs and achievement of outcomes with maximum impact for beneficiaries. He/she will support the FSL Project Officer in imparting skills and knowledge to communities in best farming method/practices through trainings and result-based experiments in order to improve food production and household income of targeted project beneficiaries (agro-pastoral communities). She/he will be fully responsible for quality-of-service delivery and respect of the targets.

Key roles and responsibilities

I. Project Implementation

- Works closely with the FSL PO to plan and implement day-to-day project activities and submits regular reports as required by the PO
- Develops training material and provides training/capacity building to agricultural advisory and farmers groups, with a focus on sustainable farming practices
- Participates in the distribution of agricultural inputs such as tools, seeds and others items to farmer groups at the project site
- Collects, analyzes and evaluates agricultural data and supports developing techniques assisting farmers to enhance sustainable farming practices, including practical demonstration
- Facilitates farmer group formation in close coordination with community leaders
- Organizes and conducts cooperative extension program to advise and instruct farmers engaged in agri-business in applications of agricultural research findings
- Supports PO and AME team with community mobilization and beneficiaries' selection
- Contributes to assessments, monitoring and evaluation activities, in coordination with AME team
- Assists FSL PO in planning activities and maintaining program records
- Maintains positive relationships with key stakeholders, such as local authorities, agriculture institutions, bomas and payams community leaders
- Performs any other duty as it may be assigned by the supervisor

II. FLATs



- Supports accurate filing and archiving of project documentation
- With the support of the PO, ensures that donor and ACTED regulations are followed
- Supports with procurement processes and coordinates with suppliers as required
- Supports with the development of BoQs
- Strictly adheres to ACTED's security protocols and SOPs and ensures compliance of his/her team with ACTED's security regulations
- Flags to PM and Security department in a timely manner in case of any changes in the security environment in project locations
- Drafts and submits security incident reports in a timely manner

III. Appraisal, Monitoring and Evaluation (AME)

- In collaboration with the AME team, ensures accountability to affected population, including the set-up of the Complaint and Response Mechanism (CRM) and contributes to raising beneficiary and stakeholder awareness of the CRM
- In collaboration with the AME team, the Extension Worker will assist in beneficiaries' selection, ensuring selection criteria are met
- Assists the PO in monitoring project performance against AME indicators, contributing to addressing performance issues in a timely manner
- Assists the PO in the dissemination of the findings and results of surveys and ongoing analysis both within ACTED and with relevant stakeholders
- Contributes to regular monitoring activities, as indicated by the AME team

Required qualifications and technical expertise

- Diploma or bachelor degree in Agriculture Extension, Food Security and Livelihood, Community and Rural Development, or other related social science degree.
- A minimum of 2 years of relevant working experience with an NGO/INGO in food security, livelihood, agriculture or resilience programming
- Good understanding and experience with livelihoods concepts and sustainable farming practices in a resilience context with proven experience in conducting trainings and capacity building on related topics
- Excellent interpersonal, communication and presentation skills
- Fluency in written and spoken English, with ability to communicate in local languages; ability to communicate in Arabic is considered an advantage
- Commitment to and understanding of ACTED's aims, values and principles, including rights-based approaches and do no harm
- Experience in partnership building and coordination with external stakeholders (including donors, partners, local authorities, community leaders and beneficiaries)
- Experience with Microsoft Office (Word, Excel, Power Point and Outlook)
- Ability to work independently and as part of a team

Conditions

This is a non- relocatable position/ Fluent in English, with fluency in Arabic and/or local language being an advantage

Female candidates are particularly encouraged to apply for this position

How to apply

Applications must be submitted in English attached with a CV, cover letter and three referees. Please send your application until 11th January 2023 by 4:30PM to equatoria.admin@acted.org and copy zamora.omyon@acted.org. Or hand deliver is accepted and must be submitted during working hours in GIZ Yei office

