

**RE-ADVERTISEMENT**

**POSITION: Cash and Markets Officer**

**LOCATION: Pochalla**

**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 **Cash and Markets Officer** to be based in **Pochalla**.

**JOB OVERVIEW**

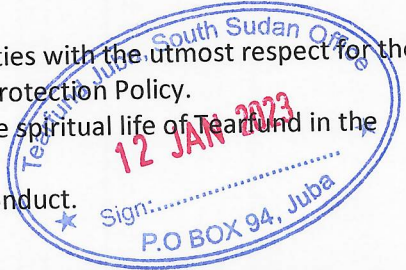
The jobholder will primarily contribute to the successful design and implementation of cash based-interventions in Pochalla County, JGPAA. The activities shall include; Identification, registration and verification of project beneficiaries, handling cash transfers to project beneficiaries, market assessments, post distribution monitoring, market price monitoring, complaints and feedback handling. The Officer plays a varied role in coordinating cash and markets activities, including supervision of Field/Community Extension Workers and other community based workers.

**POSITION IN ORGANISATION**

- Grade: B1
- Reports to the Programme Manager
- Communicates with the Resilience and livelihoods Advisor and other Project Officers as required.
- Manages Cash and Markets Extension Workers.
- This position is Non-Relocatable

**ORGANISATIONAL REQUIREMENTS**

- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.
- The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:
- To model Godly leadership in all aspects of character and conduct.



- To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.
- To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Beliefs statement.
- To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.
- To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
- The post-holder will be expected to behave in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.
- Ensuring staff familiarity with Tearfund's mandate, values, Quality Standards, policies and programme objectives and their individual responsibilities in upholding these standards and policies.

## KEY RESPONSIBILITIES

### PROJECT IMPLEMENTATION

- The Cash and Markets Project Officer shall support all cash-based interventions including market strengthening, e-vouchers, data collection, including base/end lines, post distribution monitoring using digital and other tools, market monitoring and market complaints handling. He/she is also responsible for commodity quality control, troubleshoot any vendor interface challenges, and assist beneficiaries in market transactions.
- The Cash and Markets Project Officer will closely work with critical market actors directly in market system rehabilitation activities such as training and monitoring progress of market structure construction.
- Specifically, the Cash and Markets Project Officer will assist in identification, registration and verification of beneficiaries, working together with the community based extension workers.
- Carry out cash transfer feasibility and market assessments.
- Ensure all cash transfer activities are performed in accordance with donor requirements and as per the quality standard and agreed detailed implementation plan.
- Provide periodic quality monitoring at markets including; assist the vendors to use the provided vendor interface equipment and e-voucher cards when provided by Tearfund.
- Assist beneficiaries with the usage of vouchers and carrying out a purchase for cash transfers which involve the usage of vouchers.
- S/he will facilitate meetings between trader groups and beneficiaries; identify market solutions for gaps, such as quality, quantities and produce regular monitoring reports.
- S/he will be closely following up on day to day implementation of cash transfer activities and take corrective action to achieve key result indicators and other project targets and goals as specified in project documents.
- S/he will be responsible for preparing requests for cash distribution for beneficiaries in a timely manner, and ensure coordination as well as participating in the PDM in collaboration with the M&E team.
- The Cash and Markets Project Officer will be continuously monitoring and tracking all market complaints through the community based worker and empower them to provide timely and effective feedback.
- Provide timely high quality project progress reports for Tearfund internal requirements and share monitoring findings and information with the Area Coordinator and the Programme Manager.
- The Cash and Markets Project Officer will assess training needs of communities and provide training on cash based interventions and approaches. S/he will coordinate activities in the field including mobilisation.
- Any other duties as assigned by line manager/designee.

### EXTERNAL REPRESENTATION

- Build positive working relationships with local communities, Local government line ministries



- department, local churches, and other NGO representatives.
- Engage with local communities and community leaders to encourage local ownership of the programme, soliciting feedback and resolving issues together.

**CORPORATE POLICIES, MANAGEMENT SYSTEMS and PROCEDURES**

- Contribute towards the promotion and adherence to Tearfund’s Purpose, Basis of Faith, Core Values and Operating Principles.
- Undertake all activities in accordance with internal management systems, operating procedures and policies, and monitor field-based work to maintain compliance.

**PERSONNEL MANAGEMENT**

- Promote the conditions for effective teamwork and commitment to Tearfund values and operating principles.
- Ensure that staff respect gender equality and local culture in a sensitive way.
- Where appropriate provide pastoral support to members of the team

**GOOD PRACTICE AND INSTITUTIONAL LEARNING**

- Ensure that activities are carried out in accordance with signatory codes of conduct and accepted good practice, and are compliant with legal, contractual and statutory requirements.
- Assist the Area Coordinator /Project Managers/Advisors to identify key lessons learnt from project reviews and evaluations.
- Encourage learning from sector staff and identify case study themes / issues from project experience for analysis, dialogue and possible formulation into emerging best practice and policy.

**SPIRITUAL LEADERSHIP**

- Support staff’s spiritual well-being and encourage adherence to Tearfund’s Christian distinctiveness.
- Lead and participate in spiritual sessions of worship, prayer, teaching and reflection and be committed to the outworking of Tearfund’s Missions, Values and Beliefs Statement.
- Participate in spiritual sessions of worship, prayer, teaching and reflection and be committed to the outworking of Tearfund’s Missions, Values and Beliefs Statement.
- Responsible for maintaining your own spiritual development.
- Be committed to actively working and living in accordance with Tearfund’s evangelical Christian beliefs.

**Other Information**

- Tearfund seeks, as an organisation, to be committed to Christ in all we are and all we do.
- Staff members need to be committed to Tearfund’s ethos of professional excellence and spiritual passion.
- It is important that we are committed to relationships by following biblical principles and showing integrity in our dealings with each other.
- We seek as an organisation to be obedient to biblical teaching and evaluate our work and attitudes in line with biblical principles.
- An essential part of our working life is praying together as an organisation and as teams on a regular basis.

**PERSON SPECIFICATION**

**JOB TITLE: Cash and Markets Project Officer**



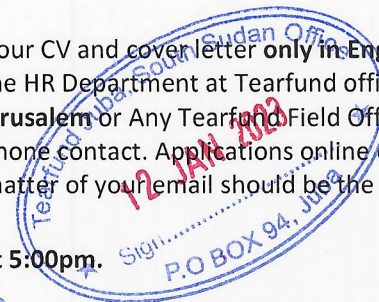
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
--	------------------	------------------

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in business or other related field</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Having experience of at least 3 years working with international organisation</li> <li>• At least three years' experience in cash based transfer programming including e-vouchers and mobile cash, CfW and market assessments.</li> <li>• Experience with market facilitation, supporting systemic change and promoting services directly</li> <li>• Experience of working in Humanitarian sector</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with NGOs</li> <li>• Experience of implementing a Cash Transfer Programme with an NGO</li> <li>• Experience working in humanitarian response.</li> <li>• Experience in M&amp;E and conducting market assessments.</li> </ul>
<b>SKILLS/ ABILITIES</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal English</li> <li>• Fluent in Anyuak and Arabic</li> <li>• Demonstrate organisational skills and problem solving skills</li> <li>• Strong administrative skills</li> <li>• Proficient with Microsoft Word, Excel, and PowerPoint</li> <li>• Ability to lead, participate and facilitate in collective staff prayer and bible studies</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to speak Arabic.</li> <li>• Able to ride a motorbike (with driving/riding permit)</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Be trustworthy and responsible</li> <li>• Willing to work under minimum supervision</li> <li>• Committed evangelical Christian</li> <li>• A committed and flexible team player</li> <li>• Cross cultural understanding / sensitivity</li> <li>• Well-developed interpersonal and team skills and ability to be flexible in demanding situations</li> <li>• Willingness to travel and operate in basic conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Patient &amp; tolerant</li> <li>• People person – can present the 'caring face' of the program</li> </ul>
<b>OTHER COMMENTS:</b> <ul style="list-style-type: none"> <li>• All roles require a DBS/Police check</li> <li>• Tearfund is a member of the <u>SCHR Misconduct Disclosure Scheme</u></li> <li>• Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure</li> </ul>		

**How to Apply:**

If 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 or find attached with the advert, Located in **ECSS Compound, Hai Jerusalem** or Any Tearfund Field Offices detailing your experience for the post and include your daytime telephone contact. Applications online can be submitted through <https://www.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 **1<sup>st</sup> February 2023 at 5:00pm.**



NB:

- Applications once received are not returnable
- Female Candidates are encouraged to Apply
- Due to the urgency of the position, applications submitted will be shortlisted on a rolling basis, should there be suitable candidates, and the position may be filled before the deadline for applications.
- Only short-listed candidates will be notified.

