

50-4-3
Approved by [Signature]



CONCERN
worldwide

VACANCY ANNOUNCEMENT
Programme Support Officer

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of Health & Nutrition, Shelter, WASH and Livelihood activities in the three States of South Sudan.

Concern South Sudan is looking for a suitable candidates to fill the position of Project Support Officer to be based in Nyamlel.

Job Purpose:

To support the NBEG programme team in compiling high quality reports and producing case studies and photos for Concern Worldwide's country programme. To support the field team with data and information gathering proper reflection of results and impacts for reports. To train field staff on capacity building in terms of reporting guidelines. Liaise and provide necessary documentation and other support to M&E, Programme Managers and Area Coordinator.

Main Duties & Responsibilities:

Reporting:

- Support programme staff in compiling monthly and quarterly reports and submit to PSM in timely manner.
- Draft and/or review/finalize reports on behalf of the programme team as required, ensuring donor compliance.
- Support programme staff in the development and submission of reports and other relevant documentation for grants funded by UN and other Donor agencies.
- Assist in the preparation of monthly brief photo story on behalf of the programme managers for USAID/BHA funded grant.
- Support in gathering and developing success stories/case studies on quarterly basis for UN agency grants and other donors and documenting on success stories.
- Ensuring the reporting schedule is followed to avoid delays and keep the programme teams informed of the donor reporting requirements, and that appropriate guidelines and templates are shared.

Programme Management and Development:

- Support and conduct desk-based research in order to support the field team with provision of relevant, up-to-date contextual input in development of EOIs/Concept Notes/Proposals and on a wide range of programme-related issues
- Working closely with the M&E manager, develop and review assessment questionnaire, tools and participate in data collection and analysis as may be required
- Take high quality programme photos and manage a photo gallery with captions for future reports
- In liaison with the food issue clerk and consultations with the FSL and Nutrition PMs support in reviewing of monthly invoices and supporting documents shared with WFP
- Participate in training of staff on reporting, data collections, success stories

Communications and Information Management:

- With the support of the AC and PSU, act as focal point for information requests regarding programmes in NBeG as well as external various South Sudan Clusters. Ensure appropriate filing of electronic copies of all documents, including versions of contracts, reports/proposals/etc. on the intranet

General:

- Maintain open communication and good working relations with all departments
- Represent Concern at relevant coordination meetings at local level.
- Liaison with PMs and AC to contribute to reports, review, and revisions of grants and in the development of institutional and country programme strategies and policies, and assist in-country NBeG Area Coordinator with research as requested and agreed.
- Provide cover for relevant any PM/Officer role as necessary.

Others

- Be aware of, understand and comply with all of Concern's policies and procedures (P4, finance, logistics, HR, security management etc.).
- Undertake other related duties as may reasonably be assigned by the Area Coordinator or the line manager

Qualification

Essential:

Education, Qualifications & Experience Required:

- Degree in Humanitarian Assistance, Development Management or other relevant discipline. Previous experience with an international or local NGO.
- Special Skills, Aptitude or Personality Requirements:
- Excellent English writing and communication skills with substantial previous experience of research, documentation and/or report writing
- Willingness to travel to remote field locations
- Ability to manage multiple job tasks
- Ability to work on own initiative and as part of a team
- Ability to act as part of a multi-cultural and multi-disciplinary team
- Ability to organise and prioritise workload, using initiative when appropriate
- Ability to cope with stress, work under pressure often to strict deadlines
- Self-motivated, progressive and proactive.
- Ability to work productively with remote programme teams
- Good knowledge of Programme Cycle Management
- Good knowledge and competence of computer applications i.e. Microsoft Office.
- Desirable
- Good knowledge of donors (ECHO, EU, USAID/OFDA, Irish Aid)
- Good knowledge of UN agency funding mechanisms

CRM Accountability

In line with Concern's commitments under the Core Humanitarian Standard (CHS):

- Actively promote meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E);
- Work with relevant colleagues to ensure that the Complaints and Response Mechanism (CRM) is functional and accessible, that feedback and complaints are welcomed and addressed;

- Work with relevant colleagues to ensure that information about CRM, safeguarding and expected staff behavior is disseminated among programme participants and communities.

Emergency Response

- Concern is committed to responding to emergencies efficiently and effectively in order to help affected people meet their basic needs, alleviate suffering and maintain their dignity. To this end, when emergencies strike and the South Sudan Programme is to respond, all staff are required to actively participate in the response, regardless of location and contribute to the efforts aimed at achieving the humanitarian objective of the organization.

Safeguarding at Concern: Code of Conduct and its Associated Policies

Concern has an organisational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the safeguarding and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including criminal background checking.

How to apply:

1. Interested candidates are requested to submit their Applications, Updated CVs of not more than 3 pages and a copy of their nationality ID and copies of educational certificates to: HR Department at Nyamlel field office not later than 29th July 2022.
2. The position is strictly open to South Sudanese nationals only.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.
4. Please complete the summary profile form when submitting your application.
5. Note that the referees should be from your current or previous employer

CONCERN WORLD WIDE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT CHARGE FOR ANY KIND OF RECRUITMENT.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY TO OUR ORGANIZATION.

WE CELEBRATE DIVERSITY.

