



**VACANCY**

**Programme Officer- NFI/Shelter MPCA – (Re-advertised)**



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. Our current areas of operation are Juba, Yei, Bentiu and Nyamlel.

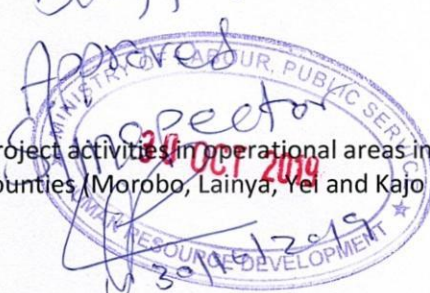
Concern South Sudan is looking for suitable candidate to fill the position of Programme Officer- NFI/Shelter-MPCA.

The position holder will be based in Yei-River State.

50-H-3

**Job Purpose:**

To support Programme Manager and lead national team members on project activities in operational areas in Central Equatoria Region in particular Yei River State and surrounding counties (Morobo, Lainya, Yei and Kajo Keji)



**Main duties & Responsibilities:**

- Lead and guide teams in carrying out (conduct) Need/Technical Assessments to include market assessments for the Shelter/NFI Programme in conjunction with instructions from the programme lead.
- Conduct along with team, community sensitization and orientation on programme activities.
- Generate and summarize assessment data for evaluation. Assist in the evaluation and development of needs for distribution.

**Project Implementation:**

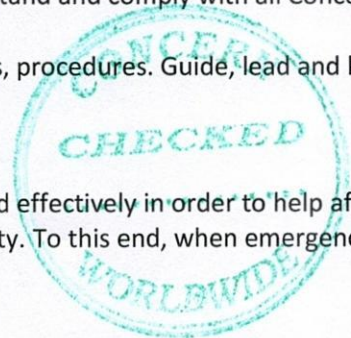
- Assist the Programme Manager and lead the team in activities pertaining to construction, shelter rehabilitation, scheduling, and distributions (in kind and/or in cash).
- Ensure that the carrying out of distributions (in kind or in cash) modalities are in line with Concern standards and procedures
- Lead the team in training of both community and traders in processes of shelter rehabilitation to include but not limited to sourcing, locating, and procuring items for distribution.
- Supervise, participate and get involved in stock management to including movements and trucking.
- Supervise and arrange for inspections on rehabilitation works. Supervise and arrange for PDM on NFI and MPCA distributions.
- Prepare reports of distributions and completion of rehabilitation activities on shelter, distributions of NFI's and MPCA.
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- Any other activities assigned by the Programme Manager or his designate.

**Policies, Representation and Security:**

- Adhere at all times and promote Concern policies on programme participants and code of conduct.
- Adhere to Core humanitarian Standards, be aware, understand and comply with all Concern policies and procedures (finance, logistics, HR, safeguarding)
- Ensure that teams' comply with security policies, protocols, procedures. Guide, lead and keep team members of any security developments.

**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.

**Person specification:**

- Bachelor's Degree in relevant course (Development, Management, Planning, Engineering, Logistics), Master's Degree would be an advantage.
- At least two (2) years of progressive experience in programme operations in the field of shelter and NFI.
- A good understanding of shelter, non-food items, cash programming with emphasis on supervising and administering programme activities.

**Desirable**

- Understand the context in Central Equatoria (particularly Yei River State) region and able to operate within the area without any issues.

**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.

**How to apply:**

1. Interested Candidates are requested to submit their cover letter, Updated CVs of not more than 4 pages and a copy of their nationality ID to: **HR Department, Concern Worldwide South Sudan head office located at Tongping, Airport Road opposite Ebony Bank, or you can deliver to our Yei office not later than Tuesday 19<sup>th</sup> November 2019 or email it to; [vacancies.juba@concern.net](mailto:vacancies.juba@concern.net)**
2. The position is open only to South Sudanese nationals only.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.
4. A detailed Job description will be provided to the successful candidate at the time of appointment.
5. Due to the fact that this position is re-advertised, applications will be short listed on a regular basis and we may offer post before the closing date.