

JOB ADVERTISEMENT

VACANCY NUMBER: MF/LS/004

Job Title: Project Officer (Microfinance and Adult Literacy)

Department: Livelihoods Program for Agropastoralists

Reports To: Program Manager

Country/Location: Akot, Rumbek East, South Sudan

About CRS

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to save, protect, and transform lives in need in more than 100 countries, without regard to race, religion, or nationality. CRS' relief and development work are accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance, and peacebuilding.

Job Summary:

The primary function of the job is Supporting Livelihoods for Agropastoralists in Lakes State funded by Global Affairs Canada. The project will diversify livelihood opportunities (on-and off-farm) for pastoralist cattle camp communities, reduce barriers to women's participation in agricultural and pastoral livelihoods, address sexual and gender-based violence, and support peaceful coexistence between communities in Yirol West (Mapourdit and Aluakluak) and Rumbek East (Akot) counties in Lakes State, South Sudan.

The postholder will be responsible for leading the technical implementation of savings groups, income generating activities, small investment grants and adult literacy components of the project. The post holder will ensure adherence to overall technical and programmatic quality standards in implementation, compliance with CRS and donor rules and regulations, and the timely achievement of all sector planned activities, outputs, outcomes, and impacts as required.

Roles and Key Responsibilities:

- Support the coordination and implementation of all assigned savings groups, income generating activities, small investment grants and adult literacy activities as outlined in the project proposal and project implementation plan, in line with CRS program quality principles and standards, donor requirements, and good practices
- Provide appropriate training to field agents (savings groups), community-based mobilizers (adult literacy), and field extension agents (small grants and income generating activities) to be able to identify, select, and train project participants
- Train and provide appropriate support and guidance to savings groups agents to establish and train low-cost savings and lending groups among target agropastoral communities using gender transformative approaches (GTA).

- Assist the project manager to finalize small grants manual and tools
- Train livelihoods field agents on the small investment grants cycle processes, manual and tools
- Provide guidance to the livelihoods team on small grants solicitation, reviewing, awarding, implementation, monitoring, and close out
- Provide appropriate business skills training to grantees
- Ensure field agents, savings groups agents and adult literacy facilitators are always and correctly using approved SMILER forms timely. Conduct regular field monitoring visits to check quality of project implementation and areas needing support.
- Monitor and report any challenges and/or gaps identified to inform adjustments to plans and implementation schedules.
- Prepare and submit timely weekly, monthly, and quarterly reports and work plans that will be indicative of program progress during implementation. Work closely with MEAL team to capture data for measuring output and impact of activities
- Complete project documentation for assigned activities. Assist with identifying information for case studies and reports on promising practices.
- Any other relevant duties as assigned by the supervisor

Typical Background, Experience & Requirements:

- Bachelor's degree in Business or Entrepreneurship Studies or any other related studies
- Minimum of 3 years of work experience especially in areas of community microfinance, savings groups, and entrepreneurship.
- Experience in managing small investment grants especially for youth groups is an added advantage.
- Experience and/or knowledge in adult literacy and numeracy training and tools is a strong advantage
- Excellent report writing skills
- Strong analytical and report writing skills
- Computer literacy (MS Office and email/internet).

Personal Skills

- Analysis and problem-solving skills with the ability to make sound judgment
- Good relationship management skills and the ability to work closely with local partners and communities.
- Willing and able to work in remote field locations with minimum or no recreational facilities.
- Proactive, results-oriented and service-oriented
- Attention to detail, accuracy, and timeliness in executing assigned responsibilities

Required Languages – Excellent knowledge in both written and spoken English and knowledge in the local languages in Rumbek East and Yirol West is an advantage.

Travel - The position is based in Rumbek East, with frequent field travel to Yirol West (Mapourdit and Aluakluak).

KEY WORKING RELATIONSHIPS:

- **Supervisory:** Field Extension Agents (FEA).
- **Internal:** Program Manager; Field Area Coordinator; Microfinance and Adult Literacy Officer; Social Cohesion, Gender, and Protection Officer
- **External:** Partners such as Local Government Authorities, other NGOs, and UN agencies

Agency-wide Competencies (for all CRS Staff):

These are rooted in the mission, values, and guiding principles of CRS and are used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Integrity
- Continuous Improvement & Innovation
- Builds Relationships
- Develops Talent
- Strategic Mindset
- Accountability & Stewardship

MEAL COMPETENCIES (for all CRS program Staff)

- Adapts MEAL principles, approaches, systems, and tools, as needed, in emergency contexts.
- Documents and communicates project achievements, successes, challenges, and learning internally and with external stakeholders.
- Ensures quality in the management of evaluation data.
- Involves community members in the design and implementation of MEAL systems in a way that increases project appropriateness and impact

Disclaimer: *This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.*

******Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.***

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

CRS is an Equal Opportunity Employer

- ❖ ***By accepting this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.***
- ❖ ***Female candidates are HIGHLY encouraged to apply.***
- ❖ ***Only short-listed candidates will be contacted***

Application Submission:

Interested Candidates should apply through *this link* <https://form.jotform.com/230151141286546>

please open the link, fill out the form and drop a **Non-refundable** application letter with CV together with the names of three professional referees with recent employer, Copies of Academic Certificate, transcript & National ID not later than **January 30, 2023**.

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