

Islamic Relief Worldwide



Job Advertisement

BASE LOCATION: Tonj North

TITLE: Project Officer

REPORTING TO: Field Coordinator

LINE MANAGEMENT RESPONSIBILITIES: Volunteers

CHILD SAFEGUARDING:

Level 3: The role holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) *or* intensively (e.g. four days in one month or more or overnight).

ROLE PURPOSE:

The post holder is responsible for supervising the overall implementation of the emergency and/or early recovery projects. S/He will work closely with local implementing partner(s) and guide the planning, technical assistance, monitoring, evaluation, accountability and learning, report writing, advocacy, and communications. Establish strong linkage and coordination with partners.

When delegated, the post holder shall represent IRSS in various forums and/or to a range of external actors and will closely work with IRSS program team in the Field offices(Wau/Warrap) and Juba.

KEY WORKING RELATIONSHIPS

- Has regular contact with all staff in the Field Office. Close contact with the Field Coordinators and programme staff.

SCOPE AND AUTHORITY

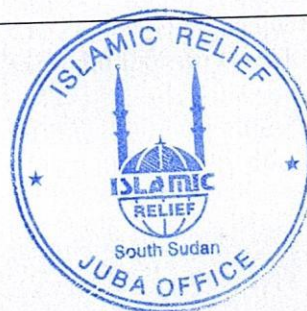
Scope of the Role:

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff.

Responsibility for Resources:

KEY ACCOUNTABILITIES:

- Daily surveillance of developing and ongoing humanitarian crises, and liaison with the relevant Field Office staff regarding IRSS emergency protocols and procedures;
- Responsible for the implementation of Islamic Relief funded emergency project in line with the approved project proposal, service level agreement (SLA), budget, and work plan.
- Work closely with local partners in the Food Security and Livelihoods/Health cluster and provide guidance in planning and provide technical support on shelter in emergencies.
- Ensure to integrate protection and inclusion, gender equality, vulnerability and safeguarding considerations into the humanitarian interventions



- Conduct regular field monitoring and ensuring thorough and appropriate project monitoring, evaluation, accountability and learning processes are in place.
- Ensures that all IRSS Partners/donor reporting requirements are met including writing programme updates and reports and ensure that these meet the standards of IRW.
- Maintain detailed working knowledge of activity budgets, monitors actual against budget variance and provides a detailed analysis of any deviation as per IRSS finance procedures.

PERSON SPECIFICATION

Qualifications

- Diploma, in a related field such as international/humanitarian programming/public health or equivalent experience. Degree is an added advantage
- 2-3 years of program management experience preferably in emergency contexts
- Good knowledge of the Sustainable Development Goals (SDGs), the Core Humanitarian Standards, localization of humanitarian aid, and globally accepted humanitarian technical standards e.g., Sphere
- Proven analytical, problem-solving skills and comfortable working under minimal supervision;
- Skills in coordinating, networking with Experience and excellent program development skills for donors
- The capacity to develop and maintain an understanding of and be sympathetic to the social, cultural and political context of the post
- Excellent communication skills
- Knowledge/familiarity/expertise in program areas: e.g., Emergency Response, Shelter, WASH, Child Protection and Education in Emergencies, DRR, etc.
- Previous experience, Knowledge/familiarity with Tonj North region.
- **Must** be a South Sudanese National and a resident of **Tonj North**.
- Fluently converse in the local language in Tonj North.

Mode of Application

Interested and qualified persons are requested to make their applications through: IRSS.Recruitment@islamic-relief.or.ke AND also drop a hand delivered copy of their application to **Islamic Relief South Sudan- Wau Office** at **Hai Darajat** (Tel: +211 924114445/924601714).

The deadline for application is **Close of Business, 23rd June, 2021 at 4.00 p.m.**

Handwritten signature
17/6/2021

