

50.H.3
Approved
15/12/2022



JOB DESCRIPTION

Position	FSL Project Officer	Starting Date	20-01-2023
Reference of the offer	ACTED Juba	Publication Date	15-12-2023
Location	Yei	Type of contract	FIXED TERM CONTRACT
Duration	6 Months	Security Level	

About ACTED

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 4,800 national staff, 450 international staff, ACTED is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. www.acted.org

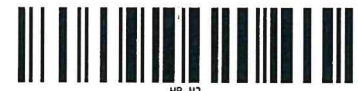
Context of the position and key challenges

This advertised position is based in YEI under within the Greater Equatoria Area. Under the overall supervision of the Project Manager, the main objective of the FSL officer is to support the ACTED FSL team in the implementation and monitoring of agricultural livelihoods activities, as part of ACTED's resilience project. The project is implemented in partnership with GIZ. The FSL Project Officer will directly supervise two field extension workers and support the Project Manager by ensuring effective and timely completion of activities, delivery of quality outputs and liaison with relevant internal departments, external partners and project stakeholders to ensure good coordination.

Key roles and responsibilities

1. Project Management

- Day-to-day management of FSL activities, as indicated by the PM
- Provides training/capacity building to key agricultural stakeholders e.g line ministries Community Development Committees (CDC) and farmers groups, with a focus on sustainable farming practices
- Liaises with key stakeholders, such as local authorities, agriculture institutions, bomas and payams community leaders
- Collects, analyzes and evaluates agricultural data; plans and develops techniques supporting farmers to improve sustainable farming practices.
- In collaboration with the PM, develop a detailed workplan, budget/cash forecast and procurement plans for FSL activities
- Assist the PM with analysis of the food security and livelihoods situation through primary and secondary assessments, in line with the project objective
- Works closely with the PM to implement resilience activities and ensuring that resource transfers are delivered on time and within the budget
- Assists the PM to troubleshoot any challenges during the project implementation and flags to PM in a timely manner any challenges encountered
- Contributes to the development of further project proposals for ACTED's FSL and resilience response in South Sudan.
- Provides regular and timely updates on the progress and challenges to the Project Manager and other team member
- Provides necessary technical knowledge to support the establishment of demo-plots for farming groups
- Supports in sensitization of Farmer Field Schools (FFS) during the site assessment





- Supports the identification of agricultural cooperative and farmer business organizations (FBO) and develop the TORs
- Works closely with targeted communities to solve and mediate any conflicts that may arise within the course of project implementation.
- Liaises and maintains positive relationships with key external stakeholders: partners, donors, the government, local authorities, and communities; ensures feedback is properly recorded, addressed or referred
- Prepares timely program updates, donor reports on project activities in compliance with internal and external deadlines
- Conducts systematic documentation of the project activities in form of case studies, video clips, photos, lessons learnt etc.
- Performs any other duty as it may be assigned by the supervisor

2. FLATs**a. Finance**

- i. Supports the PM to monitor expenditures related to the project budgets, supports with identifying under- or overspent on budget lines and with drawing up a comprehensive plan to utilize allocated budget as per the project work plan
- ii. Prepares BoQs for FSL project activities
- iii. Assists the PM in developing budget and cash forecasts
- iv. Supports the PM in managing program budget lines and ensure proper and effective use of program resources.

b. Logistics

- i. Supports the PM with preparing a detailed procurement plan for the project, in line with the project work plan, ensuring timely procurements are launched
- ii. Prepares and submits Order Forms (OFs) and follows up with logistics department on relevant procurements
- iii. Supports coordination with suppliers, as needed, for the delivery of items

c. HR & Administration

- i. Supports recruitment of staff and casual workers as needed, in line with project workplan and support development of ToRs, as required
- ii. Ensures timely leave planning of staff under his/her line management
- iii. Ensures timely submission of HR & Admin documentation, as indicated by HR department
- iv. Identifies clear development needs and develops plans to address capacity gaps through regular constructive performance reviews
- v. With the support of the PM, ensures that staff adhere to ACTED's code of conduct and related policies.

d. Transparency & Compliance

- i. Ensures accurate filing and archiving of project documentation and its transfer to relevant ACTED departments, as indicated by the PM
- ii. With the support of the PM, ensures that donor and ACTED regulations are followed across project activities and related FLATs-aspects

e. Security

- i. Strictly adheres to ACTED's security protocols and SOPs and ensures compliance of his/her team with ACTED's security regulations
- ii. Flags to PM and Security department in a timely manner in case of any changes in the security environment in project locations
- iii. Drafts and submits security incident reports in a timely manner



3. Appraisal, Monitoring and Evaluation (AME)

- In collaboration with the AME team, ensures accountability to affected population, including the set-up of the Complaint and Response Mechanism (CRM) and contributes to raising beneficiary and stakeholder awareness of the CRM
- In collaboration with the AME team, the Project Officer will assist in beneficiaries' selection, ensuring selection criteria are met
- Assists the PM in monitoring project performance against AME indicators, contributing to addressing performance issues in a timely manner
- Assists the PM in the dissemination of the findings and results of surveys and ongoing analysis both within ACTED and with relevant stakeholders
- Contributes to regular monitoring activities, as indicated by the AME team

Required qualifications and technical expertise

- Diploma or bachelor degree in agriculture, development studies, economics or any other social science
- A minimum of 3 years of relevant working experience with an NGO/INGO in food security, livelihood and resilience programming, including at least 1 year of managerial experience
- Good understanding and experience with livelihoods concepts and sustainable farming practices in a resilience context
- Experience and knowledge of effective financial and budgetary management of projects
- Experience with procurements and logistic aspects of project management
- Solid experience with project cycle management and a proven history of delivering results
- Previous experience of managing and developing small teams and the ability to motivate and develop others
- Excellent interpersonal, communication and presentation skills
- Fluency in written and spoken English, with ability to communicate in local languages and Arabic being an advantage
- Commitment to and understanding of ACTED's aims, values and principles, including rights-based approaches and do no harm
- Experience in partnership building and coordination with external stakeholders (including donors, partners, local authorities, community leaders and beneficiaries)
- Proficiency in working with Microsoft Office (Word, Excel, Power Point and Outlook)
- Ability to work independently and as part of a team

Conditions

This is a non- relocatable position/ Fluent in English, with fluency in Arabic and/or local language being an advantage
Female candidates are particularly encouraged to apply for this position

How to apply

Applications must be submitted in [English](#) attached with a CV, cover letter and three referees. Please send your application until 11th January 2023 by 4:30PM to equatoria.admin@acted.org and copy zamora.omoniy@acted.org. Or hand deliver is accepted and must be submitted during working hours in GIZ Yei office.

