

JOB Opening

Livelihood Coordinator, Malakal, Upper Nile State

Location	Malakal
Hierarchical/Reporting line	Field Coordinator, Upper Nile State
Functional line	Programme Implementation Coordinator (PIC)
Number of position	01
Anticipated start date	January 01 st ,2024
Contract Duration	12 months with possibility of extension
Date of advertisement	November 3 rd ,2023
Application Closing date	November 24 th ,2023
Status of the position	The position is subject to funding approval

Purpose

The Livelihood Coordinator (PC) is senior field level management and technical position with focus on planning, implementation, monitoring and reporting on food security and livelihood (FSL) activities within the framework of peace, humanitarian, and development nexus. The LC will oversee technical leadership and implementation of climate smart agriculture, natural resource management (NRM), business development activities and coordination of triple nexus initiative with peace building and emergency response partners. The role involves management of operation and budget for the assigned project. LC is responsible for the overall planning, implementation, monitoring, evaluation and reporting of livelihood and natural resource management activities and the supervision of operations (HR, finance, logistics and safety) in the field locations. In addition, the LC shares responsibilities regarding proposal writing and reporting at field level and actively coordinate the project with government ministries and partners and consortium members to collectively contribute for peaceful and resilient communities.

Position in the Organization

The Livelihood Coordinator reports to Malakal Field Coordinator and in charge of field program and operations for the assigned project/s and coordinates the action with consortium partner organizations. The LC supervises Project officers, community workers and is responsible for all field staff in the location under the project.

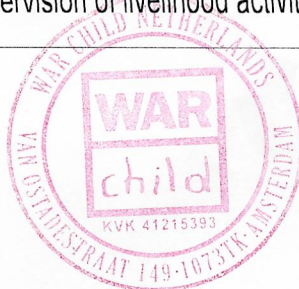
Essential functional relations: Program Implementation Coordinator (PIC), all field location staff, Logistics and Safety, HR, Finance and the Program Development Unit (PDU).

Specific Job Description

1) General Project activities

- Conducts community assessments to identify livelihood and NRM priorities of target project participants with particular focus on the IDPs, returnees and the host communities.
- Ensures project targets are met according to approved detailed implementation plan, respecting reporting deadlines, allocation of resource and project targets.
- Plans and implements climate smart agriculture and natural resource management activities in target communities based on agreed standards, guidelines, and approaches.
- Leads establishment, running and follow up of VSLA and IGA groups in project sites
- Facilitates agricultural and fisheries focused training and activity implementation including seeds multiplication, demonstration, distribution of seeds and kits to identified participants.
- Conducts post-distribution monitoring and supervision of livelihood activities.

Approved by Acting
Director of Labour
Office



- Plans and implements livelihood activities in coordination with consortium partner organizations and peace building and emergency response partners.
 - Implements FSL and NRM activities with the utmost sensitivity for the safety and well-being of project participants and staff including due consideration of the social, environmental and political context.
 - Conducts monitoring and technical supervision of project participants in project locations.
 - Ensures national standards, manuals and guidelines are strictly followed during planning, organizing, delivering project activities and closely work with relevant government offices at state and local level;
 - Undertakes daily and weekly visits to project sites to ensure that the activities are carried out in accordance with work plan and technical requirements;
 - Ensures that WCH supports meet the minimum standards as stipulated in the inter-agency FSL minimum standards.
 - Ensure that monthly and quarterly reports are produced based on accurate data and information from the field, including appropriate data analysis, and documentation of case studies, good practices, photos and lessons learned;
 - Liaison with other WCH project staff and Field Location SMT in provision of information regarding livelihoods updates on the ground.
- 2) Monitoring and Evaluation**
- Ensures the application of all Monitoring & Evaluation (M&E) systems and procedures in the Field Location in collaboration with the PDU.
 - Compiles quality, monthly project narrative reports from all POs, community facilitators and partners in his/her location and submits these to the line manager.
 - Collects monthly database information from project teams and shares these with M&E person for compilation and record keeping.
 - Drafts/complies/consolidates periodic and annual progress reports to donors and WCH Head Office when required.
 - Conducts periodic monitoring and evaluation visits to project sites to review the implementation of project activities.
 - Supports the project team to make use of all the monitoring and reporting tools as required
 - Makes sure the project team submit reports timely and gets weekly updates from the team.
- 3) Capacity building of staffs and stakeholders**
- Facilitates capacity building trainings and technical support to staff and stakeholders, in cooperation with technical team and the Field Coordinator.
 - Provides on-the-job capacity building support in activity planning, reporting, communication, and implementation and monitoring for staff and stakeholders, when needed.
- 4) Staff Supervision**
- Directly supervises Project Officers (POs) and community based staffs.
 - Supports the project team at the location in the implementation of project activities.
 - Establishes staff development objectives and supports them in achieving these.
 - Collaborates with PDU in identifying training needs for the staff under him.
 - Conducts the yearly Performance & Development Cycle meetings with his/her staff.
- 5) Finance Management**
- Maintains efficient financial control (of cash flows, local payment, etc), accountability standards, procedures and records for the project location.
 - Ensures that the project expenses are in line with project objectives and project budget
 - Responsible for day-to-day financial management and administration of the project while ensuring adherence to WCH country finance policies and procedures set.
- 6) Networking and Representation**
- Establish and maintain good working relationships with government ministries and stakeholders in the field location, at state and county and state levels.
 - Closely work with project consortium members for joint planning, implementation and monitoring of project activities
 - Liaise with relevant ministries, local partner/s, international organizations for effective implementation and coordination of project activities.
 - Participate in technical coordination meetings with other agencies and stakeholder's livelihood and peace building.
 - Follow up, monitor and support the project activities.



7) Logistics Management

- Ensures development of procurement plan and procurement is done according to WCH procedures.
- Monitors the use of WCH materials and assets according to WCH procedures
- Adheres to applicable WCH logistics and procurement policies and procedures.

Requirements

1) Education Qualifications.

- Minimum of bachelor's degree from a recognized university in agriculture, plant science or related field. Post graduate study in the same field is an advantage.

2) Work Experience

- At least 10 years of food security and livelihood project management work experience of which at least 5 years within the (I)NGO or UN environment
- Experience in peace building, resilience and development-oriented programming
- Experience in working with community based and participatory implementation strategies.
- Knowledge and experience in all aspects of Project Cycle Management
- Familiarity with relevant government policy, strong experience on management of livelihood and NRM projects and
- Prior experience in the project location is an added advantage.

3) Competencies

- Good communication skills
- Eye for detail, high level of accuracy
- High level of Microsoft excel skills
- Ability to meet deadlines and work under stress and minimum supervision
- Knowledge of safety rules
- Flexibility, reliability and trustworthiness
- Oral and written Arabic and English skills. Ability to speak local language/s of the project location is an advantage.
- Ability to effectively present information and respond appropriately to questions
- Affinity with WCH principles

Commitment to the vision and goals of War Child Holland in South Sudan including adherence to the Child Safeguarding and integrity Policy, is essential.

How to apply:

Application letters along with an updated CVs with details of three most recent referees to the Human Resources Department and be delivered to **War Child Holland Malakal Field Office located inside Humanitarian Hub** or submit through **email** to info.ssdco@warchild.nl The position "**Livelihood Coordinator - Malakal**" must be clearly indicated in your subject line of email or on the envelope.

Please note that any application letter received is not returnable and War Child Holland is not obliged to give feedback / notices to none shortlisted applicants.

War Child Holland-South Sudan values your applications, however, only shortlisted candidates will be contacted.

the Labour card must be taken from the office

