



Advertisement for Livelihoods Partnership Officers Based In-Awerial (1), Bor (1), Mvolo (1), Rumbek East (1) and Yirol (1).

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan.

NPA has worked in South Sudan since 1986 and currently runs three programmes: Civil Society Development, Rural Development, and Emergency Response.

The NPA Rural Development Program wish to recruit a highly competent, proactive and self-driven individual (**South Sudanese National Only**), for the position of **Livelihoods Partnership Officer** based in Awerial, Bor, Mvolo, Rumbek East and Yirol.

The contract for this position is Definite Contract with possibility of extension based on performance and funding.

Purpose of the Position:

Reporting to the Project Coordinator, the position of Livelihoods Partnership Officer is responsible for providing project specific activity implementation and partner support and capacity development. The responsibility and accountabilities shall include but not limited to development of implementation plans, activity implementation, managing the accomplishment of target results, oversees project budgets/activity line budget monitoring, monitoring and supervising sub recipient partners and taking initiatives and actions to ensure that project implementation is in compliance with all NPA and donor funding conditions, rules and regulations.

In addition, the Livelihoods Partnership Officer will ensure effective representation liaison between NPA and other INGOs, NNGOs, CSOs, Local Authorities and visiting donors and stakeholders at the local level (Awerial, Bor, Mvolo, Rumbek East and Yirol) to promote extensive participation and representation of NPA programs and activities.

Duties and Responsibilities:

Project Activity Implementation and Planning (40%)

- a) Facilitate the implementation of project activities at field level ensuring that technical quality and standards are considered and respected during project(s) implementation.
- b) Participate in regular project coordination/review meetings organized field level.
- c) Ensure project implementation is on time, target and budget, using effective M&E systems to reach desired impacts.
- d) Ensure that the project is implemented in accordance with relevant NPA technical guidelines and standards.
- e) Regular update the work plan and other documents relevant for effective project management.

Partnership Management and Follow-up (30%)

- f) Conduct partner assessments and action plans for organizational development of partners.
- g) Develop an organizational growth tracker to document partner capacity growth under NPA support.
- h) Monitor the implementation of the projects by partners and ensure that they meet the agreed performance and reporting standards.
- i) Work with the partners to ensure that all finance management and grant accounting rules and regulations of NPA and donors are properly complied with.
- j) Regularly attend partner activities, visit partner offices and conduct quarterly updates Collect information on partners for project development and proposal writing.

Monitoring and Evaluation (10%)

- k) Participate in internal and external monitoring and evaluation exercises.
- l) Conduct regular field monitoring visits to project sites.
- m) Capture and share project significant change stories.

Reporting (10%)

- n) Provide regular and timely updates on progress and challenges to Programme Manager and other team members on as per need basis.
- o) Draft (internal) narrative reports and contribute to the development of financial reports through regular budgetary follow up.

External Relations (10%)

- p) Support, facilitate or undertake communication and liaison activities to actively consult and involve beneficiaries, key informants, actors, partners and stakeholders in all stages of project design and implementation
- q) Cultivate good relations with key humanitarian actors – local and international, including government authorities and non-state actors, through regular attendance at technical meetings and bilateral meetings
- r) Coordinate with other stakeholders on supporting partners and civil society in South Sudan.

Key Performance Indicators (KPIs)

1. Timely and accurate preparation of work plans.
2. Timely preparation and submission of progress reports.
3. Regular partnership training, mentoring and coaching.
4. Implementation of activities as per work plan.
5. Accurate and timely reports.

Desired Qualifications:

- A minimum of a Diploma in Social Sciences, Development Studies, Agriculture or any relevant field. Certificate in Project Management, Community Development.
- Bachelor's degree in any relevant field is an added advantage.

Experience:

- At least three (3) years' experience in relief/humanitarian and developmental work
- Relevant experience (at least 1 year) supervising community based social development projects combining direct and partnership approaches to implementation.

Other Qualifications:

- Good understanding of development and emergency response issues, in the area of food security and livelihood, civil society development and emergency and relate them to NPA's programme strategy/response plan;
- Experience of developing, maintaining and improving relationships with local governments, UN Agencies, local and international NGOs.
- Diplomacy and Confidentiality
- Computer literacy skills – MS Office applications, word, excel, PowerPoint, Spread sheets etc.
- Strong analytical skills, proven proposal writing skills.
- Good communication (written and verbal) skills in English.
- Strong interpersonal and excellent organisational skills.

Personal Competencies:

- Good communication-, networking- and interpersonal skills
- Ability and readiness to work under pressure and deal with difficult and complex conditions
- Ability and willingness to work and live under difficult circumstances
- Analytical, systematic and structured.

NPA South Sudan is an equal opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.

Qualified Women are highly encouraged to apply.

Application and CV/Resume with active contacts and three professional referees and copies of academic transcripts should be emailed to: recruitment-rss@npaid.org

Hard copy application and CV/Resume can also be delivered to the NPA South Sudan Head Office, Martyrs Street (opposite UNICEF) Juba, or to NPA Offices in Awerial, Bor, Mvolo, Rumbek East and Yirol.

Kindly apply for one location only (NOT MULTIPLE LOCATIONS).

Applications submitted after 12:00 noon on Thursday 22nd August 2019, will not be considered.

NB: Submitted copies of academic transcripts will NOT be returned to the applicant.