

50-H-3
Approved by
MOI 27/1/22
NRC



**NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN
VACANCY ANNOUNCEMENT**

POSITION	LFS-Project Officer
Number of Position	One (1)
Reports to	Field Office Coordinator
Supervision of	N/A
Duty Station	Kajokeji
Travel	15% To other areas
Project Number	SSFM2202
Duration	10 Months

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core activities include Education, Shelter & WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

All NRC Employee are expected to work in accordance with the organization's values. To be **dedicated, innovative, inclusive** and **accountable** are attitude and believe that shall guide our actions and relationships.

1. Role and responsibilities

The Project Officer is responsible for day to day implementation of the Food Security and Livelihoods (FSL) activities in the field office of Kajo-Keji.

Generic responsibilities

1. Ensure adherence to NRC policies, tool, handbooks, guidelines and donor requirements
2. Implement the FSL activities according to strategy, proposals, budgets and plans
3. Prepare periodic status reports and other documents as required by management
4. Ensure proper filing of documents
5. Break down the annual operational plans into weekly, monthly and quarterly implementation plans
6. Coordinate with relevant partners
7. Ensure that procurement, development and distribution of materials and equipment are timely and according to procedures
8. Train and develop team
9. Promote and share ideas for technical improvement in order to improve the quality of the activities
10. Ensure that projects target beneficiaries most in need, and explore and asses new and better ways to assist

Specific responsibilities

These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus and type of pro ram intervention. This section shall be revised whenever a new employee is hired or the content changes significantly.

- Preparation and implementation of training sessions under different project aspects for beneficiaries including preparation of training content and materials and -carrying-out logistical arrangements

- Conduct beneficiaries' mobilization and registration in the project sites and ensuring that all the project goals are achieved in a timely manner and in line with budget,
- In collaboration with the Field officer coordinator, ICLA/ Protection Team Leaders represent NRC's Livelihood and Food security program in a professional manner in meetings with partners,
- Conduct field data collection for baseline survey and evaluation, Post Distribution Monitoring (PDM), Market assessment, Pre and Post-harvest assessment,
- Report any problem related to finance, admin and logistics within the LFS team and the support team to the attention of the Team Leaders, Coordinator, and LFS management team for resolution,
- Regularly review LFS stocks and liaise with the Team Leader and Coordinator in relation to stock needed and raise PRs in a timely manner as required,
- Develop and deliver capacity building trainings for beneficiaries such as farmers groups, VLSA group members, etc. and technically mentor and supervise them,
- Be responsible for identifying improvements in the planning and implementation of LFS activities for Kajo-keji and assist in improving the effectiveness and technical quality of LFS project activities,
- Responsible for monitoring the impact of the project, support decision making and promote learning through documentation of best practices and follow up of necessary adjustment (Change Management) or monitor, evaluate and suggest improvements to the LFS project based on observations, assessments and discussions with the LFS team members,
- Establish transparent relationships with all partners including identification of their priorities, concerns and managing expectations in regards to LFS interventions,
- Involve and inform communities and community leaders about the LFS activities, Prepare daily, weekly and monthly progress reports, donor reports, thematic reports, and Correspondences with government officials and INGOs and CBOs and ensure that high quality report are submitted to the LFS management team and donor in a timely manner,
- Perform any other task relevant to the position as may be assigned by the line manager.

Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- Other FSL staff including core competency specialists.

Scale and scope of position

Staff:	FSL assistants
Stakeholders:	FSL actors including NGOs, local authorities, beneficiaries and government
Budgets:	N/A
Information:	GORS, Bi-Weekly, Project Proposals, Intranet
Legal or compliance:	Donor guidelines relating to FSL project

2. Competencies

1. Value driven competencies

Values are aspirational attitudes and beliefs that influence the way people conduct themselves. NRC's values are: Dedicated, Innovated, Inclusive and Accountable.

2. Behavioral competencies

These are personal qualities that influence how successful people are in their job. Of the 12 behavioral competencies, the following are **essential** for this position:

- Managing resources and achieving results
- Handling insecure environments
- Working with people
- Coping with change



3. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

Generic professional competencies for this position:

- Ensure compliance with NRC procedures and policies
- Must hold a minimum Diploma/B.SC in Agriculture- plant science/ animal science/environmental science/ rural development and related fields.
- Experience from working as a LFS Project Officer in a humanitarian/recovery context
- Experience in running food security and livelihood activities especially agriculture activities, livelihood activities, awareness activities and Cash Based Initiatives tools and approaches
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Knowledge about own manager skills/ profile
- Fluency in English, both written and verbal is an asset
- Context related skills; knowledge and experience (shall be adapted to the specific position):
- Knowledge of the local languages and Juba Arabic is an advantage
- Good-level competency in computer skills (common Microsoft Windows and Office applications)
- Proven skills and experience in report writing
- Strong organizational and logistical skills and the ability to work with little infrastructure and to function in difficult situations including limited transport options.

Note: This position is open to South Sudanese Nationals only; hence, all applicants must have a VALID South Sudanese Nationality Certificate or Passport. Female candidates are strongly encouraged to apply.

Duty Station and living Conditions:

The position will be based in Kajo-Keji and will require the staff to travel inside within different areas or parts of Kajo-Keji. As the position is for a South Sudanese National only, the employee will be responsible for finding his or her own accommodation and welfare.

3. Performance Management

The employee will be accountable for and evaluated on the responsibilities and the competencies, based on NRC's Performance Management System. The following documents will be used for performance reviews:

- The Job Description
- The individual Work- and Professional Development Plan
- The Competency Framework



How to apply:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- All applicants must have a valid South Sudanese Nationality Certificate and Passport.
- Please do not submit original certificates. Submitted application documents will **NOT be returned**.
- Applications must be submitted no later than **15th February 2022** by Hardcopy in an enclosed envelope clearly marked **LFS Project Officer - Kajokeji**” to NRC Head Office Located in Juba Na Bari Area along American Residence Road and NRC field office Kajokeji.

Only short-listed candidates will be contacted, by e-mail or by phone.

**FEMALE CANDIDATES WITH REQUIRED QUALIFICATION AND EXPERIENCE ARE
HIGHLY ENCOURAGED TO APPLY**

