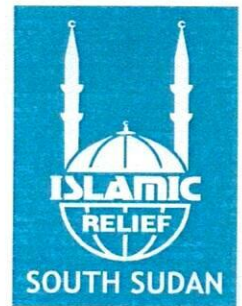


Date: 14<sup>th</sup> SEPTEMBER 2023



**RE: NON-RELOCATABLE JOB ADVERTISEMENT: FOOD SECURITY & LIVELIHOOD ASSISTANT**

<b>Job Title:</b> FSL ASSISTANT	SD.H.3
<b>Duty Location:</b> Tonj North County/Warrap	<i>[Signature]</i>
<b>Reporting to:</b> FSL Officer	14-09-2023
<b>Line management Responsibility:</b> NA	



**Introduction**

Islamic Relief is an independent humanitarian and development Non-Governmental organization. Founded in 1984 in UK (Charity Registration number 328158) with headquarters based in Birmingham. The organization has a presence in more than 44 countries globally. Inspired by Islamic values, IRW supports the World's most vulnerable people in the fight against poverty and injustices. The organization considers humanitarian principles at the heart of all it does, providing services to the needy regardless of their race, religion, ethnicity, and Gender and promoting sustainable and environment-friendly outcomes. IRW is also determined to empower marginalized people with a strong voice that argues powerfully for the change they need to transform their lives.

IRW was established in South Sudan in 2004, registered under the Ministry of Humanitarian Affairs and RRC with (051 registration number). The organization has more than 14 years of experience responding to different kinds of disasters including drought, flooding, and conflict in several states of South Sudan. IRW- South Sudan currently seeks to recruit a dynamic and self-motivated individual for the position of FSL Assistant to support IR CANADA funded project in Tonj North County.

**Job Purpose:**

Under the supervision of FSL Officer and regular consultation with FSL Coordinator and Project Coordinator, the FSL Assistant will be responsible for providing leadership in community mobilization for cash-based program activities such as registration of beneficiaries, community meetings, unconditional cash transfer and training, CFW scheme selection and implementation, , complaint and feedback mechanism strengthening, post distribution monitoring, coordination with local stakeholders, and need assessments in areas of operation as required by the project.

**Key Working Relationships**

The position holders will have regular contacts with FSL Officer, Livestock Officer, WASH Officer, and Health and Nutrition Officers and the vertical dynamics will include Agricultural Extension Workers, CNVs, CHWs, MCHW, HPs, and Mother Support Groups.

**Scope of roles**

The FSL Assistant will be responsible for most community activities in the FSL program such as beneficiary registration, mobilization for community meetings, formation of community structures for FSL and other sectors, beneficiary selection, registration of beneficiaries, community meetings, cash for training programme & unconditional cash transfer, CFW scheme selection, CFW scheme implementation, support cash distribution, complaint and feedback mechanism, post distribution monitoring, coordination with local stakeholders, and need assessments, participate in distribution, any



**MAIN OFFICE**  
IR.SS. Along Unity Road  
Plot No.54, Block B-xvi  
Hai. Cinema, P.O Box 353  
Juba South Sudan  
Tel: 0922680304

**WARRAP OFFICE**  
Hai Darajat  
Tel: 0916287894  
0929732333

**WARRAP OFFICE**  
Along the Warrap - Akop Road  
Tel: 0920522368

**KAPOETA**  
Narus Compound  
Diocese of Torit  
Tel:0925609594

Website: [www.islamic-relief.org](http://www.islamic-relief.org)  
RRC Reg No.051

## Key Roles and Responsibilities.

### Accountability1:

- Mobilize community leaders and targeted beneficiaries for regular project meetings.
- Mobilize communities on project implementation, identify beneficiaries using appropriate guideline and approved selection criteria and prepare activity implementation plans.
- Identification of cash for training or unconditional cash grants beneficiaries
- Develop plan and facilitate trainings for unconditional cash grants beneficiaries
- Identification of cash for work beneficiaries following the guideline and selection criteria.
- CFW scheme selection and maintain necessary documentation, take necessary validation from local authority.
- CFW scheme implementation with pre, during and post work pictures and take post work validation.
- Support direct cash transfer activity.
- Responsible for proper documentation of each activity.
- FSL are obliged to support community awareness on protection issues, GBV and Gender equality and inclusion through gender main streaming.
- Participate in need assessment for FSL and other sectors at selected project sites.
- Participates in post distribution monitoring at all project locations for FSL and other sectors.
- Prepared weekly and monthly reports and submitted them to the FSL Officer
- Support Mother support groups and farmers groups in establishing vegetable demonstration gardens at nutrition and Drip irrigation sites.

### Accountability 2:

#### Monitoring, follow-up and reporting:

- The FSL Assistant will monitor and supervise the work of the CFW group leader and community mobilizer.
- Support community mobilization activities.
- Train community resource persons on specific areas of the sector needs.
- Monitor and follow-up the implementation of the activities and provide feedback to the primary beneficiaries
- Capture feedback/suggestions/complaint of the primary and secondary stakeholders regularly following the CRM mechanism of IRSS and Core Humanitarian Standard
- Tracking FSL components and ensure process documentation and prepare case studies
- Assist MEAL Officer

### Person specification

The post holder should be a South Sudanese by Nationality with the following essential attributes;

#### QUALIFICATIONS

- Degree/Diploma in Agriculture, Soil Science, Agricultural Education and Extension or equivalent

#### Skills and Competences

- Fluent in Written and spoken English. Local Arabic and other languages will be of an added advantage.
- At least 1-2 years of experience in basic FSL activities with NGOs
- Good communication skills
- A starter, can initiate activities by him/herself
- Ability to work in very remote areas with limited access and basic living conditions.
- Preferably with computer skills (MS words and internet)



- Ability to work in very remote areas with limited access and basic living conditions.
- Preferably with computer skills (MS words and internet)

**DESIRABLE**

- Familiarity with the Millennium Development Goals, Sphere Standards, Do no harm policy, Red-Cross/Red-crescent Code of Conduct, Humanitarian Accountability etc.
- Ability to work in unfriendly, insecure environment under pressure with minimum supervision.

**How to apply.**

Interested candidates should submit their applications letter briefly describing a motivation for the position and highlight relevant experience, updated Curriculum Vitae (CV), National ID and copies of certified certificates to official email address: [IRSS.recruitment@islamic-relief.com.ss](mailto:IRSS.recruitment@islamic-relief.com.ss)  
Hand delivery to IRSS Wau or Warrap offices Not later than the deadline of Tuesday 4<sup>th</sup> October 2023 at 4pm local time.

- Only shortlisted candidates will be contacted.
- Due to the urgency of these roles, Islamic Relief reserves the right to shortlist applications prior to the closing date.

*Female candidates are strongly encouraged to join our work culture that empowers every employee to share ideas and take responsibility. At IRW, we think outside the box. We encourage ideas and give responsibility to all employees at all levels, to help solve the complex issues that we face. You will have many opportunities to be heard and take the initiative*

