



INTERNATIONAL RESCUE COMMITTEE
SOUTH SUDAN PROGRAM

JOB DESCRIPTION

TITLE: ERD Manager (1)
LEVEL: 7B
LOCATION: Ganyiel covering Panyijiar
DURATION: One year renewable
REPORTS TO: Field Coordinator
DATE OF HIRE: **CONTINGENT ON FUNDING IN 2019**

Organization Description

The International Rescue Committee, one of the world's largest humanitarian agencies, provides relief, rehabilitation and post-conflict support to victims of oppression and violent conflict in 42 countries. IRC is committed to bold leadership, innovation and creative partnerships. South Sudan, an independent nation since 9 July 2011, is emerging from decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance and self-determination. The security situation remains fragile and the operational context is challenging. IRC has been in South Sudan since 1989 and currently operates in Northern Bahr el Ghazal, Lakes, Unity, and Central Equatoria States implementing programs in the areas of Health and Nutrition, Protection and Rule of Law, Child Protection, Education and Economic Recovery and Development (Livelihoods).

Program Background:

The IRC has been implementing Economic Recovery and Development (ERD) programs in South Sudan since November 2014. In 2019, while leading a resilience program consortium with two other partners (ZOA and Cordiad), IRC South Sudan anticipates funding (from European Union) to expand implementation of the Strengthening Smallholders Resilience Project in Greater Upper Nile region of South Sudan in a four years project (2019-2022). The South Sudan Rural Development (SORUDEV) Program through Strengthening Smallholders Resilience (SSR) project focuses on strengthening resilience of communities, improving governance and conflict prevention and reducing forced displacements due to loss of livelihoods for 10,000 households in Greater Upper Nile region. Main interventions will lead to improved food security of rural smallholders and empower them to cope with environmental volatility and insecurity. This will be achieved through increasing agricultural (including livestock) productivity, facilitating increased access to markets through community led collective marketing and infrastructural development, increasing access to rural financial services and local micro businesses via private sector led initiatives with specific focus on youth and women, and improving resilience capacities through building community led Disaster Risk Reduction and mitigation structures. The program will incorporate and mainstream gender sensitivity, community led environmental protection and conflict-sensitive designs into all aspects of design and implementation.

JOB PURPOSE:

Based in the field, the ERD Manager (ERDM) is the most senior position within Economic Recovery and Development department in the field office. The ERDM spends 40% of his/her time in the field office and 60% in the field leading the implementation of all ERD activities in Panyijiar. S/he will provide leadership to the ERD team and effectively manage the implementation of the SORUDEV SSR project in Panyijiar ensuring that project indicators are achieved within the constraints of IRC's policies and internal regulations, grant agreement with Europe Aid and agreed implementation plan and strategies. S/he will directly report to the Field Coordinator (on operations, coordination and support matters) and ERD Coordinator (on technical matters) and with other partner organization to align project strategies and ensure quality implementation of program activities on ground.

SPECIFIC RESPONSIBILITIES:



Approved by
Boss office
Ganyiel

Project Implementation

- 1.1. With her/his team develop and submit weekly work plans and updates to the ERD TC for review every 1st day of the week,
- 1.2. Ensure that the weekly work plans are cognizant of the project work plan, indicator tracking sheet and spending plan,
- 1.3. Submit quarterly progress reports against work plan to the ERD TC every 5th day of the following quarter,
- 1.4. Conduct monthly project review and planning meetings with field officers; during the meeting, resolve observed obstacles, develop work plans & cash need for subsequent week, and compile progress report for the month under review.
- 1.5. Directly guide the Agriculture Officers in conducting agric extension trainings and demo establishments,
- 1.6. Guide the Livestock related activities through conducting livestock trainings to CAHWs and vaccination campaigns,
- 1.7. Working with the all ERD Officers, guide the agribusiness, marketing and VSLA officers in the execution of marketing and VSLA initiatives,
- 1.8. Liaise with County Animal Health designate/Inspector regarding upcoming vaccination events and inform ERD TC of need for IRC support,

Effective Budget Utilization

- 2.1. Submit cash projections to ERD TC for review every 5th day of the month,
- 2.2. Ensure budget spending are maximum (+/-5%) of the budget forecasted,
- 2.3. Review BVA with her/his team same day of receipt and send written BVA concerns to ERD TC,
- 2.4. In reviewing PRs and payment requests and approving PRs ensure compliance with IRC finance regulations.
- 2.5. Maintain and up-to-date departmental PR tracker and raise concerns on unacceptable PR lead times to the FC and ERD TC to ensuring advance requisition and avoid implementation delays,
- 2.6. Participate in the monthly review of the spending plan led by the Field Coordinator or ERD TC as appropriate,
- 2.7. Participate in budget realignment discussions and budgeting as necessary,
- 2.8. Ensure that ERD staff receive program or other advances and account for it in a timely manner,
- 2.9. Review activity specific budgets for ERD activities such as trainings ensuring value for money,

Effective Human Resources Administration and Management

- 3.1. Participate in the recruitment and orientation of new field officers and community based extension agents as will be necessary,
- 3.2. Conduct weekly meetings with each officer to review progress against set targets, provide performance feedback and provide technical guidance on how the staff can overcome the obstacles observed in current week,
- 3.3. Conduct probation and annual performance evaluations of field officers within five days of due date,
- 3.4. Resolve disciplinary issues that arise with ERD staff and inform Field Coordinator and ERD TC same day of incident,
- 3.5. Ensure advance leave scheduling for all ERD staff and inform ERD TC ahead of time,
- 3.6. Ensure that all the officer complete and submit their timesheets by the 5th day of the subsequent month,
- 3.7. Foster the spirit of cohesion, teamwork, professionalism and mutual respect within ERD team.

Effective Coordination and Representation

- 4.1. Conduct a courtesy visit to the office of SSRA, Commissioner, Paramount Chiefs, Payam Administrators, County Agriculture Inspector, FAO, WFP and other NGOs.
- 4.2. Keep updated SORUDEV SSR project file in above-mentioned government and local authority county offices, provide 1-page progress of SORUDEV SSR project for their files at every monthly courtesy visit. Maintain cordial relationships with the same.
- 4.3. Attend county level FSAL Cluster and relevant working group meetings, ensuring written summary report to be presented is reviewed by ERD TC two days in advance of the meeting.
- 4.4. Effectively organize special missions to the SORUDEV SSR project including donor (EU ROM visits), TA and SMT visits,
- 4.5. Collaborate effectively with other IRC's sectors, receiving and providing technical assistance as necessary,

Minimum Requirements

Education:

BSc. degree in agriculture, agricultural extension/economics; post-graduate training in value chain development, farming as business, collective marketing, and private sector development is essential; specialized training in project management and monitoring and evaluation is a merit.

Experience:

At least three years' experience in implementing livelihoods and agriculture projects; with good aptitude of logical framework approach; experience with rural growth strategies including, CMDRR, Agroforestry, value chain development, local economic development, market-driven agricultural and private sector development initiatives.

Skills and Abilities:

- Strong computer skills and analytical report writing
- Security awareness and attention to details.
- Flexible, able to plan ahead and yet accommodate unexpected tasks,
- Excellent networking and liaison skills,
- Coaching skills including training, delegation and presentation;
- Flexible and able to adapt to the logistics constraints in Panyijiar.
- Fluency in English, Ability to speak fluently in local (Nuer/Arabic) will be an added advantage.

Standards for Professional Conduct:

All IRC staff must adhere to THE IRC Way Standards for Professional Conduct and the IRC country employment policies. These include Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

IRC is an Equal Opportunity Employer. IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.

Work Environment:

Security level orange. The situation in Juba is calm at the moment. Hopes the signed peace agreement will improve the life of the people all over the country.

Housing:

In Ganyliel/Nyal, sleeping accommodations is in tent and or traditional grass thatched structures. Electricity and internet is limited to several hours per day. Individual contributes towards food which is prepared in a communal kitchen in the hub by a hired cook.

How to Apply:

Interested applicants should submit a updated CV with 3 references (please indicate referees telephone number and email address) and copies of academic and training certificates, a copy of official ID and day time telephone contact addressing it to the Human Resources Department , IRC South Sudan and email the above documents to SS-HR@Rescue.org .

Alternatively, applications can be hand-delivered to IRC field office in Ganyliel/Nyal Field Office and Head office in Juba.

Deadline for submission: 30th /Dec//2018/9

NOTE: Only short listed candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC

Name (Staff): _____

Name (Supervisor): _____

Signature: _____

Signature: _____

Date: _____

Date: _____

