



INTERNATIONAL RESCUE COMMITTEE  
SOUTH SUDAN PROGRAM

JOB DESCRIPTION

**TITLE:** ERD Officer  
**LEVEL:** 8B  
**LOCATION:** Ganyiel-1, Nyal-1  
**DURATION:** 1 Year Renewable  
**REPORTS TO:** ERD Manager  
**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:**

Reporting to the ERD Manager, the ERD Officer will ensure quality and scalable impact of the VSLA and business skills components of the SORUDEV SSR project in Nyal and Ganyiel Payams of Panyijiar County in Unity state. This position is also the focal point for the design and regular review of VSLA and business skills support strategies and modules including upgrade of progressive VSLAs into seedbanks. The ERD will also ensure potential youths and women supported to realize non-agricultural businesses

Approved by *gross office*



through models that promote completing the value chain and bringing productive inputs and services close to the community.

#### **SPECIFIC RESPONSIBILITIES:**

##### **1. Project Planning and Implementation:**

- 1.1. Ensure effective mobilization of communities to participate in VSLA activities of the project.
- 1.2. Review performance of old VSLAs and tailor refresher trainings and support to them to ensure adoption of best VSLA practices
- 1.3. Plan with and supervise community based trainers Village Agents (VA) in training VSLA groups on methodology and principles.
- 1.4. Ensure that village agents provide technical support to VSLA groups as much as necessary.
- 1.5. Conduct regular monitoring visits to VSLAs and provide support as necessary.
- 1.6. Facilitate VSLA group discussions and action audits at end of VSLA Cycle.
- 1.7. Mentor progressive VSLAs into seedbanks while adopting a community collective bulking approach
- 1.8. Provide business skills to women and youths and mentor them to develop responsive business plans addressing the market niche identified
- 1.9. Conduct discussion group series (DGS) trainings to identified VSLAs groups and ensure households adopt inclusive financial decision making skills

##### **2. Budgetary and Reporting:**

- 2.1. Regularly review specific activity plans and budgets ensuring that planned activities are budgeted.
- 2.2. Collect data from VSLA groups on a monthly basis and enter it in the MIS database ( data collection may adopt a mobile based system)
- 2.3. Contribute to the revision of monitoring tools for VSLA activities,
- 2.4. Ensure all VSLA activities are properly documented using approved tools,
- 2.5. Verify all records submitted by VAs for VSLA activities before submission to M&E Officer,
- 2.6. Compile quarterly reports on VSLA activities and participate in consequent reviews.
- 2.7. Identify and document VSLA best practices and success stories for internal dissemination through grants and senior management and externally through grants and clusters.
- 2.8. Support donor and senior management project visits while working with the community and local authority involved in the project.
3. Produce/contribute to IRC and donor reports as per set schedules [ weekly (situation reports), monthly, and end of program] on grant activities, indicators and achievements,
- 3.1. Perform any other duties assigned by the ERD manager

##### **3. Supervision and Mentoring of the Village Agents (Vas)**

- 4.1. Contribute to the review of job descriptions and contracts of the VAs every six month,
- 4.2. Develop joint monthly implementation work plans with the VAs every month,
- 4.3. Identify VAs capacity gaps and organize on-job coaching or formal training,
- 4.4. Review VAs monthly reports against work plans & ensure optimal VA performance,
- 4.5. In consultation with the ERD Manager and Agribusiness Officer, address VAs performance & disciplinary issues timely.

#### **MINIMUM REQUIREMENTS**

##### **Education:**

Degree in Social Sciences or Development Studies from a reputable university is required. Specialized training in community mobilization, business development, rural financial services, & livelihoods is added advantage.

##### **Experience:**



S/he should possess one to two years of field experience in implementing community development projects including savings and lending and income generation activities in conflict and post conflict environments.

**Skills and abilities:**

- Good communication; writing and presentation skills; pay 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;
- Strong computer skills especially in MS excel and word
- 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. Candidate may be requested to operate from own dwelling.

**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: 30<sup>th</sup> /Dec/2018<sup>9</sup>

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: \_\_\_\_\_

