



Norwegian People's Aid
South Sudan

Advertisement For Project Officer, Based In Fangak

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.

NPA is currently implementing Emergency intervention of General Food Distribution (GFD) and Blanket Supplementary Feeding Program (BSFP) and wishes to recruit a highly competent, proactive and self-driven individual (South Sudanese), for the position of **Project Officer** to be based in Fangak, the contract for this position is a definite contract with possibility of extension based on funding and satisfactory performance.

Purpose of the Position:

The Project Officer is responsible for the implementation of project activities. The responsibilities include, participating in developing the work plans, organizing delivery and distribution of inputs, training of beneficiaries and reporting.

All responsibilities and reporting have to be carried out in accordance with NPA policies and the delegation authority.

Duties and Responsibilities:

1. Development of Project Documents

- Facilitate discussions and planning processes within project/program and partners.
- Participate in the development of project proposals through the provision of technical expertise using standard formats.
- Propose implementation targets with monitoring and evaluation indicators.
- Preparation of project budgets in accordance with the donor and NPA requirements.

2. Train Project Staff and Project Beneficiaries

- Participate in capacity building of project staff, beneficiaries and partner organizations through suitable training activities identified and recommended after conducting the capacity assessment.
- Support the training manual designing and development for different beneficiary groups.

3. Technical Support to Partners

- Supervise visits, monitor and report on activities done by the partner organization.
- Participate in baseline surveys, appropriate assessments and submit reports for necessary actions.

4. Supervision and Technical Backstopping

- Carry out needs' assessment, project evaluations in liaison with the other stakeholders.



5. Reporting

- Provide regular internal reporting, using standardized tools and formats such as the Project Management Framework.
- Prepare and submit timely progress and technical evaluation reports (quarterly, bi-annual or otherwise specified and as per the donor requirement). This will include the collection of accurate data on project results and objectives, supported by appropriate information and analysis.

6. Any other duties that may be requested and assigned by the supervisor from time to time.

KEY PERFORMANCE INDICATORS:

- a. Project documents in place.
- b. Monthly accountabilities of expenditures.
- c. Accurate and timely reports.
- a. Implementation of activities as per the project plans

Desired Qualifications/Skills/Experience:

- Bachelor's degree in Social Science and any related field.
- Three years of experience in relief /humanitarian work

Personal Competencies:

1. Teamwork and interpersonal skills
2. Communication skills
3. Report writing skills
4. Computer literacy

Work Relationship

Internal:

- All staff/ Project Staff

External:

- Government officials and local authorities
- Other NGOs.
- Communities at the grass root level



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 female candidates are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted 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 Office and NPA Fangak Office.

Applications submitted after 12:00 noon on Wednesday 12th February 2021, will not be considered.

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

Only Shortlisted candidates will be contacted.

