



ADRA

ADVENTIST DEVELOPMENT
AND RELIEF AGENCY
SOUTH SUDAN

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Approved
M. P. S. & H. P. O.
21/5/2020

Munuki SDA Compound
P.O Box 247
Juba, South Sudan



Job Advert

Job Title:	FFA Agriculture Extension Officer
Qualifications:	Diploma in Agriculture or Agric Extension work specializing in cropping and/or animal husbandry. Bachelor level qualification will be an added advantage.
Experience:	2 years work experiences in agriculture extension work and fisheries.
Job Location:	Ulang
Direct Supervisor:	Project Manager

Key Function: Under the direct supervision and support from the Project Manager, the Agriculture Extension Officer will be responsible for the implementation of the Emergency Recovery Project in Ulang, Upper Nile State funded by LDS. The incumbent's overall assignment will include beneficiary registration, food and non-food item distribution, conducting trainings in accordance with the project design.

Main Functions:

1. Come up with clear implementation plans on a weekly and monthly bases shared with the Supervisor.
2. Identify/ select beneficiaries in close coordination with SSRRC/ROSS, Ministry of Agriculture and Community leadership.
3. Facilitate the formation of the community based Management structures in liaison with the SSRRC/ROSS and relevant ministries.
4. Work with ministry of Agriculture extension personnel to provide best practice farming methods to the selected beneficiaries. Regular field visits to be conducted ensuring demonstrations and face to face interaction with the project participants.
5. Hold regular feedback meetings with the participants and ensure that they are kept motivated.
6. Establish knowledge exchange innovations.
7. Provide site by site monthly progress reports with pictorial support.
8. Ensure Food distributions (food redemption) by vendors is to the satisfaction of the beneficiaries.
9. Compile weekly, monthly, quarterly and end of project reports as required.
10. Carryout staff appraisals for subordinates.
11. Carryout any other related or team leadership duty as may be assigned by the supervisor.

Performance Indicators:

1. Meet at least 75% of project work plan indicators.
2. Complete at least 75% of planned field activities.
3. Ensure timely submission of all sites reports.



4. Time management
5. Skills transferred to the other staff and gained skills from other colleagues
6. Interpersonal and communication skills

Other requirements

- Demonstrates professionalism, integrity, compassionate and respect for all.
- Can work under minimum supervision and with an ability to go extra miles.
- Excellent communication skills both written and verbal.
- Solid organizational skills including attention to detail and multitasking skills.
- Strong working knowledge of Microsoft Office and of project management tools.
- An understanding of and commitment to ADRA's mission and values.

Instructions for applications:

All application shall be addressed to HR Units – ADRA South Sudan P. O. Box 247 Juba C/O SDA Compound in Munuki.

A CV of 4 pages less coupled with a one cover letter is acceptable.

Should you be interested, please send your CV and cover letter to jobs@adrasouthsudan.org

Hard copies applications and copies of certificates can be delivered at the above address.

Deadline for submission is 09/06/2020.

Note: Due to the volume of applications being received, the recruitment panel will be reviewing applications upon receiving, and shortlisting will be done as we receive the applications

