



National Relief and Development Corps
Thongpiny, Kololo Road.
Juba - South Sudan
Tel: +211915898074
E-mail: nrdcsouthsudan@gmail.com

JOB VACANCY ANNOUNCEMENT.

Job Tittle	Project Officer
Vacancy	01
Job location	Upper Nile, Malakal County
Reporting directly to	Senior Program Officer
Open date	20 March/2023
Closing deadline	6 April /2023



National Relief and Development Corps (NRDC) is a National Non-profit, Non-governmental, multi-sectoral relief and development organization working to provide holistic services to poor and poverty-stricken communities in South Sudan. Founded in 2016, NRDC has remained one of the major national NGOs in South Sudan saving lives, alleviating suffering, and helps affected communities rebuild their lives.

NRDC is looking for a qualified candidate to fill the position of Project Officer whose primary function is to contribute to the effectiveness and impact of the NRDC Juba office through effective and efficient programming. The position entails; project implementation, monitoring, evaluation, data collection, learning and reporting activities, ensuring accountability to local communities, and promoting continuous learning and improvement. The Project Officer also plays an active role in planning, designing, implementing, and project development.

Role and responsibilities

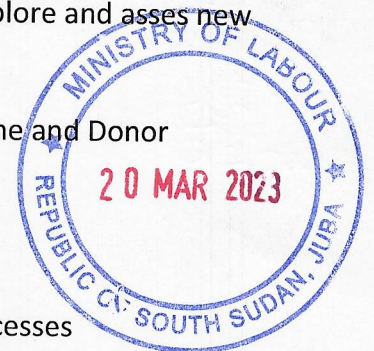
The purpose of the position entails responsibility for delegated program portfolio activities. Specifically, this includes responsible for the day-to-day implementation of the **Food Security and Livelihoods (FSL), CMDRR, Protection and peace building activities** in Malakal County, Upper Nile State.

Generic responsibilities

- Ensure adherence to NRDC policies, tool, handbooks, guidelines and donor requirements.
- Implement the FSL/Protection activities according to strategy, proposals, budgets and plans
- Prepare periodic status reports and other documents as required by management
- Break down the annual operational plans into weekly, monthly and quarterly implementation plans
- Coordinate with relevant partners



- Ensure that procurement, development and distribution of materials and equipment are timely and according to procedures
- Promote and share ideas for technical improvement in order to improve the quality of the activities
- Ensure that projects target beneficiaries most in need, and explore and assess new and better ways to assist
- Protect monitoring and evaluation
- Prepare and submit project reports according to NRDC guideline and Donor requirements.



Specific responsibilities

Program implementation and execution

- Contribute to proposal development and Annual Planning processes
- Conduct beneficiary mobilization and registration in the project sites and ensuring that all the project goals are achieved in a timely manner and on budget
- Implement community-based initiatives that promote peaceful coexistence, resilience and risk reduction in consultation with the Senior Program Officer.
- Support distribution of livelihood kits, cash assistance, project monitoring and evaluation.
- Implement project interventions
- Coordinate with the various line ministries, local authorities and other stake holders.
- Support beneficiaries to implement environmentally friendly activities-CDRR, promote energy saving interventions etc.
- Take lead in the training of project management committees, complaints help desk committees and other community structures related to the project and beneficiaries.

Required Competencies

Generic professional competencies for this position:

- Experience from working as FSL/or Education Project Officer in a humanitarian/recovery context
- Experience in running food security and livelihood, Education and School Feeding activities and Cash Based approaches
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Knowledge about own management skills/profile
- Fluency in English, both written and verbal
- Value driven competencies; dedicated, Innovated, Inclusive and Accountable.
- Behavioural competencies; the following are **essential** for this position: Managing resources and achieving results, handling insecure environments, working with people and coping with change.

Context related skills, knowledge and experience (shall be adapted to the specific position):



- University degree in relevant field (Social sciences, Development studies etc)
- Knowledge of the context
- Knowledge of Juba Arabic and other local languages an advantage
- Good-level competency in computer skills (common Microsoft Windows and Office applications)
- Proven skills and experience in report writing
- Strong organizational and logistical skills and the ability to work with little infrastructure and to function in difficult situations including limited transport options

How to apply:

- All application should be addressed to Human Resource Officer ,National Relief and Development Corps Via to Email:hr.nrdcsouthsouthsudan@gmail.com , please send your CV (Max 4 Pages)
- Hand Delivery to: NRDC Juba Office, Thongpiny, and Kololo Road Opposite TM lion Hotel Juba-South Sudan.
- Note that CVs longer than 4 pages will not be considered
- Please use the following title as subject: CV_Name_Project Officer.
- We regret to report that only candidates eligible for an interview will be notified.

