



Norwegian People's Aid

South Sudan



Advertisement For Project Officer-Terekeka

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 Pastoral Food for Asset. The Pastoral Food for Asset is being implemented in the Counties of Terekeka, Rumbek East, Awerial, and Kapoeta North. NPA wishes to recruit a highly competent, proactive and self-driven individual (South Sudanese), for the position of **Project Officer** to be based in Terekeka.

The contract for this position is Definite Contracts with possibility of extension based on funding and satisfactory performances.

Purpose of the Position:

The Pastoral FFA Project officer is responsible for the implementation of Pastoral FFA project activities. The responsibilities include, participating in developing the work plans, facilitate community based participatory planning (CBPP), cattle camp mapping, seasonal livelihoods planning, organizing delivery and distribution of food and NFI, asset creation, training of beneficiaries and reporting.

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

Duties and Responsibilities:

1. Development of Project Documents

- Facilitate community-based discussions, cattle camp mapping, seasonal livelihoods planning, CBPP, activity planning and processes within project/program and stakeholders.
- 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 project management committees through suitable training activities identified and recommended after conducting the capacity assessment.
- Support the training manual designing and development for different beneficiary groups.
- Preparation of food request, lead in food distribution, and prepare accurate food distribution reports for timely submission

3. Supervision and Technical Backstopping

- Carry out needs' assessment, project evaluations in liaison with the other stakeholders.
- Supervision visits to Cattle camps, coaching & mentoring staff, monitor and report on activities done by the extension workers.
- Participate in baseline surveys, mid-term and final evaluations, appropriate assessments

4. Reporting

- Provide regular internal reporting, using standardized tools and formats such as the Project Management Framework.



- Review Partners budgets, provide recommendations for budget alignments and address potential problems in accounting and compliance by the partners.
- Maintain the system to track financial commitments and outstanding contract amounts by partners.
- Check and verify periodic transfer requests from the partners for completeness, accuracy and compliance with existing policies, procedures and budgetary provisions before the transfer requests are forwarded for approval.
- Review and reconcile all partners and other accounts transactions posted in Agresso linking bank, cash, debtors and creditors accounts.
- Prepare journal vouchers and post transactions to Agresso, generate specific partners' project reports and inquiries.

Monitor Partners Project Financial Status and Progress in Close Collaboration with Program Staff

- Generate and share partner's financial performance from Flexi Donor Reports per program, identify and explain variances.
- Update the transfer and Partnership contract management tracker

Grant Management

- Implement grant and contract management policy of NPA.
- Establish recovery plans for eliminated items in TBR and communicate to all concerned parties.

Capacity Building of Partners

- Identify potential partners who play a critical role in the NPA activities.
- Conduct Partnership financial assessment as required by NPA policy and identify financial gaps and strengths as well as risk exposure.
- Identify the capacity building needs of the partners and support the training and development activities in financial management and accounting.
- Develop capacity of partners including training all sorts of areas, from accountability standards to cash programming and monitoring and evaluation.
- Conduct routine, ad hoc and mandatory support visits to the partners to reconcile the quarterly accounting records and also carry out any support tasks at such intervals as may be required.
- Monitor partner programs and ensure they are high quality and meet the required standards.
- Monitor and ensure that resources and program delivery is made accountable through innovative ways of monitoring and tracking program delivery.

Support Partners Project Audit Exercises



- Review of all audit reports and management letter to identify issues for follow-up and ensure they are resolved.

Reporting

- Prepare timely, accurate, complete and reliable draft donor financial reports for review by the Compliance Manager and budget holders before submission to the Finance Manager and donors .

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

Key Performance Indicators:

- Partners' budget in place
- Timely reports
- Reconciled accounts
- Compliance to Partners' agreements



Desired Qualifications/Skills/Experience:

Education:

- Bachelor's Degree in Commerce, Finance, Accounting or Business Administration from a recognized university. Postgraduate qualification or a professional qualification such ACCA, CPA etc. are added advantage.
- Four years of relevant working experience with international NGOs, with thorough understanding of GAAP and donor requirements.

Personal Competencies:

- Financial and accounting skills
- Computerized accounting packages.
- Understanding donors' financial requirements.
- Communication and interpersonal skills.
- Analytical skills



Internal:

- All staff.

External:

- Partners
- County officials
- Auditors

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 NPA Juba Office, Martyrs Street (opposite UNICEF).

Applications submitted after 12:00 noon on Tuesday 21st February 2023, will not be considered.

NB: Submitted copies of academic transcripts will NOT be returned to the applicant.
Only Shortlisted candidates will be contacted.

