

### JOB OPPORTUNITY

**Job Title:** Project Officer (1 Position)

**Department:** Emergency WASH

**Reports To:** Project Manager

**Country/Location:** Mingkaman, Awerial County or Yirol, Yirol West County

#### Background:

Catholic Relief Services (CRS) carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. Our Catholic identity is at the heart of our mission and operations. We welcome as a part of our staff, and as partners, people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS has been operational in South Sudan since 1983, focusing on community-based food and livelihood security through agriculture, health, peacebuilding, WASH, emergency relief, and savings and lending activities.

#### Job Summary:

As a member of the Emergency WASH project team, you will monitor and report on all project activities in Lakes State in support of Catholic Relief Services' (CRS) work serving the poor and vulnerable. Your thorough and service-oriented approach will ensure that the project consistently applies best practices and constantly works towards improving the impact of its benefits to those we serve.

#### Job Responsibilities:

- Support the coordination and implementation of all assigned Emergency WASH project activities as outlined in the detailed implementation plan in line with CRS program quality principles and standards, donor requirements, and good practices.
- Monitor and report any challenges and/or gaps identified to inform adjustments to plans and implementation schedules.
- Effectively manage talent and supervise. Support with hiring a high quality and diverse team to implement project activities. Manage team dynamics and staff well-being. Provide coaching, strategically tailor individual development plans, contribute to the recruitment process of project staff, and complete performance management for direct reports.
- Support accountability through coordinating project evaluation activities and collect and analyze project data per specified mechanisms and tools. Prepare reports per established reporting schedule. Sensitively handle all feedback received from beneficiaries and project staff.
- Collect information on staff capacity needs and technical assistance and monitor capacity building and technical support activities to ensure effective impact.
- Represent the organization with INGO working groups, relevant local partners and relevant local government and community actors for WASH

CATHOLIC RELIEF SERVICES - USCC  
SOUTH SUDAN PROGRAM  
JUBA OFFICE

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7/8/2019

- Complete project documentation for assigned activities. Assist with identifying information for case studies and reports on promising practices. Contribute to the Country Program Learning Agenda as appropriate.

### **Typical Background, Experience & Requirements:**

#### **Education and Experience**

- High School diploma required. Bachelor's degree preferred.
- Minimum of 4 years of work experience in project support. Experience in the field of WASH and for an NGO would be a plus.
  - Additional education may substitute for some experience.
- Experience in participatory action planning and community engagement.
- Experience monitoring projects and collecting relevant data preferred.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).
- Demonstrated commitment to and application of gender responsive programming
- Demonstrated knowledge of the protection from sexual exploitation and abuse (PSEA)
- Experience working in diversity, particularly working with women, children, people with disabilities, IDPs and/or refugees

#### **Personal Skills**

- Observation, active listening and analysis skills with ability to make sound judgment
- Good relationship management skills and the ability to work closely with local partners and community members
- Attention to details, accuracy and timeliness in executing assigned responsibilities
- Proactive, results-oriented and service-oriented

#### **Required/Desired Foreign Language**

Fluent in English (excellent in writing, listening and speaking English). Fluency of the local language of the duty station is an added advantage

#### **Travel Required (include percentage of required travel, if applicable)**

Frequent field movement (approximately 50%) to different targeted bomas and payams in Lakes State to verify the quality of work accomplished and to closely follow up the proper implementation of the Emergency WASH activities.

#### **Key Working Relationships:**

**Supervisory:** Field Assistants (Awerial, Yirol East, Yirol West)

**Internal:** Emergency WASH Project Manager, Emergency WASH MEAL Officer, Emergency WASH Technician, Food Program Manager – Lakes, Deputy Head of Programs, Head of Programs, Gender and Protection Technical Advisor

**External:** State government ministries and administration officials, community leaders, state WASH cluster.

### **Agency-wide Competencies (for all CRS Staff):**

*These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.*

- Trusting Relationships
- Professional Growth
- Partnership
- Accountability

### **Competencies Relevant for the Specific Position:**

#### **Monitoring, Evaluation, Accountability and Learning (MEAL) Competencies**

- **Monitoring:** Implements monitoring activities and processes according to the project's Detailed Implementation Plan and MEAL system.
- **Monitoring:** Facilitates the use of monitoring data during quarterly participatory reflection events and other fora with partners and other stakeholders to inform project decisions.
- **Accountability:** Actively seeks and responds to feedback from all members of targeted communities and other stakeholders.
- **Learning:** Promotes the application of learning to improve program quality and to strengthen agency influence among external stakeholders.

#### **Gender, Protection and Safeguarding Competencies**

- Understands what safeguarding is and their role in ensuring vulnerable children and adults are safe from abuse and harm
- Demonstrates dignity and respect when working with diverse individuals in communities
- Supports the implementation of an accessible and secure feedback and response mechanisms in project communities
- Actively seeks and responds to feedback from all members of targeted communities and other stakeholders
- Promotes gender equality through all project activities
- Encourages the participation and leadership of women in activities and events in the workplace and in the communities.
- Is aware of power relations in the communities that can be influenced by our activities and adopts a "do no harm" approach in activity implementation.

**Disclaimer:** This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

- ❖ CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.
- ❖ Equal Opportunity Employer
- ❖ Female candidates are **HIGHLY** encouraged to apply.
- ❖ By applying to this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.

**Application Submission:**

Interested Candidates should submit a **Non-refundable** application letter and CV together with the names of three professional referees not later than **August 30, 2019**.

Address your application letter and CV to. **Human Resource Department, Catholic Relief Services** South Sudan program, Juba Office or Awerial/Yirol Sub office or

by E-mail: [southsudanvacancies@crs.org](mailto:southsudanvacancies@crs.org)

**Only short-listed candidates will be contacted.**