

VACANCY ADVERTISEMENT

Job Position: Project Assistant -02 Based in Palotaka.

Fondation Caritas Luxembourg (FCL) is an international non-government organization active across 11 countries. In South Sudan, FCL implements Food Security and Livelihood, Nutrition, Health, WASH and Humanitarian Aid projects in Central and Eastern Equatoria States.

FCL is currently searching an experienced agronomist to implement a **Resilient agricultural livelihoods project (RALP) funded by FAO** in Eastern Equatoria. The duty station is Palotaka-Magwi County, Eastern Equatoria, with frequent visits to the project sites. Interested applicants are requested to submit their CVs (maximum 3 pages) and cover letter to secretariat@caritasluxssd.lu latest by **4th April 2024**. Female candidates are highly encouraged to apply. **Due to the high need of the persons, the shortlisting may be done immediately after receiving some of the application forms.**

Scope of work

The scope is to, ***“Strengthen capacity of smallholder farmers and their organizations for improved food production and marketing, and increased resilience to disasters and shocks in South Sudan”***. The project assistant will support the agronomist and the Project Manager in the implementation of the project activities as per the detailed project documents such as logical frameworks, rationale and budget.

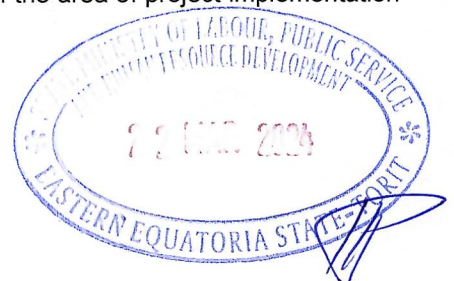
Role and responsibilities

Project implementation

- Participate in the identification of the capacity needs of the farmers organisations (cooperatives and groups) supported by the project.
- Collect and submit weekly or monthly report.
- Prepare and organise project activities such as trainings, strengthening capacity of farmers' organizations, radio programmes, awareness campaigns on post-harvest handling and gender issues.
- Plan for project's day-to-day activities as indicated in the projects documents and assigned by the Project Manager.
- Keep all files and documents of the organisation for the field activities to be used for reporting.
- Coordinate with the AAPs, payam, Boma, village authorities and the groups members ensuring transparent project implementation.
- Responsible for all the activities undertaking in the demonstration gardens by the extension workers and the farmers groups.
- Liaise with stakeholders, community leaders and GRMs/AAPs in the project implementation such as in beneficiaries identifications, registration and awareness.
- Organise and provide trainings to farmers and the groups in all agricultural aspects (CSA, CA, VA, VSLA, agro-forestry, market linkages and others).
- Establish, train, mentor and follow up the VSLA for women, farmers and youths groups throughout the project life.
- Conduct FGD and community dialogues on GBV risk and sexual abuse and get to the coping mechanisms and community mitigation measures.

Capacity building

- Participate in the mapping and assessment of farmers need and provide solutions to fill the gaps.
- Provide feedback to the management team on how to best support the local communities in term of training.
- Promote strong linkages and exchange with other FCL projects engaged to ensure the sharing of best practices and expertise.
- Promote a knowledge sharing and learning culture to the community of the area of project implementation through field days and field visits.



- Develop and adapt training materials(handout, presentation, etc.) and tools to monitor effectiveness of trainings, including posters.

Monitoring and Evaluation

- Contribute to weekly, monthly, quarterly and annual reports submission as required.
- Develop technical, analytical, monitoring and reporting framework and related tools to support the planning , implementation and delivery of the project activities.
- Ensure regular monitoring and supervision of the operation of farmers groups and VSLA to determine the progress and necessary assistance needed.
- Review all the documents and capture lessons learnt as to asses the project performance.
- Collect informations/complaints of the farmers and provide the feedback.
- Record, track and store documents related to all the project activities.
- Assess constraints and opportunities for investment at all the levels of selected value chain, markets and market linkages.

Project management and technical roles to be conducted

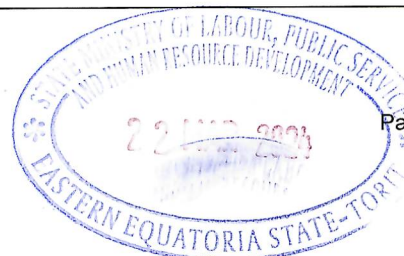
- Responsible for the implementation and monitoring of ESF in order to manage environmental and social risks of the activities.
- Responsible for training of other staff on World Bank requirements on Environment and Social Framework (ESF).
- Ensure Formation of GRM committees (disaggregated by gender, have GRM complaint register
- Creation of awareness on toll free lines (515 & 882) to the community to forward complaint and should avail complaint forms to the GRMs.
- Responsible for data base of complaints received and addressed, updated and reported on monthly basis.
- Responsible for the collection of grievances reported from the communities and submission to FAO within 24 hours based on the nature of the complaint.
- Responsible for the E&S screening of the sites selected and submit to FAO after the screening has been conducted.
- Responsible for conducting monthly or quarterly Gender Safety Audit for all project activities with reports shared days prior to the lapse of the reporting period.
- Ensure suggestion boxes with hub of FAO's GRMs/AAPs are accessible with their GPS coordinates provided / shared.
- Conducted E&S Monitoring on a monthly basis. Should be able to share the quarterly E&S monitoring report two weeks prior to the lapse of the quarterly period.

Functional relationship

- Report to the project Manager.
- Supervise the extension workers at all the activities sites.

Candidate profile and experience required

- At least a Bachelor degree in agriculture sciences, crops production/protection or an advanced deploma holder in agriculture from a recognised institution.
- Good knowledge of farmers groups management, agriculture principles, methods and practices.
- At least 3 years of experience in food security project implementation majorly in improve production, VSLA, agro-forestry, farmers market linkages, seeds production, CSA, CA and Value addition.
- Proven competencies in farmers training and extension services delivery and cooperatives management.
- Experience in participatory fieldwork methodologies and organisations (Field days, field tour, agriculture shows, seed fair, live stock fair and exchange visits).
- Excellent knowledge of project location areas (agriculture parctices, seasons, suitable seed varieties, cultural habits, cooperatives and farmers groups)
- Ability in team building and good organization skills
- Flexible, patient and adaptable to a changing environment.
- Ability to work under stressful conditions or in conflict-affected zones and meet the date line.
- Prepared to work and live in a challenging and remote location.



Languages	
English : Excellent English writing and verbal communication Other languages : Fluency in a local language Acholi/Madi	
IT competencies	<input type="checkbox"/> Word <input type="checkbox"/> Excel Other: Good Knowlegde of Office software package

