



ACTED

TOR –NFI OFFICER MABAN

Position: **NFI Officer(1)**

Department: **NFI Programme**

Location: **Maban**

Duration: **6 Months**

Date of Issue: **22nd June-2023**

Date of Closure: **14th July-2023**



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22-06-2023

Background ACTED

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Our interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context. Our 3,300 staff are committed in responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

JOB PURPOSE

The S/NFI officer co-leads and support the implementation of the shelter/Non-food Items (S/NFI) Maban New arrivals activities and prepares written materials such as, but not limited to distribution report, request items from UNHCR/AAH, documents the distribution report for better accountability, delivery of quality outputs and achievement with maximum impact for beneficiaries. She/he reports directly to the S/NFI officer works closely with the CCCM, and WASH, teams.

CHAIN OF COMMAND

Under the authority of:

- CCCM Project Coordinator
- CCCM managers

Line Management:

- SNFI Assistant
- SNFI Monitor

WORKING RELATIONS

Internal:

- CCCM Officers
- Reception officers
- WASH manager
- WASH officer
- FLATS Area and Country Teams
- AMEU department

External:

- Beneficiaries
- Donors related to the project.
- Relevant national and local stakeholders
- National and international partner organizations



- Suppliers/ service providers / sub-contractors

OBJECTIVES

To support in the implementation of S/NFI activities in a timely and professional manner, according to objectives, goals and indicators and in line with donor requirements and based on beneficiary needs.

Duties /responsibilities

Project Implementation Follow-Up

- Prepares the work plan and time schedule for implementing the S/NFI activities
- Coordinate and implement day to day S/NFI activities with the stakeholders in the field ensuring that technical quality and standards are considered and respected during the project implementation.
- Participate in the project coordination meetings with the whole team
- Ensure best practice and lessons learnt are documented and applied where necessary.
- Contribute to monthly reporting on all projects covering S/NFI activities
- Hires loaders, off loaders, causals and enumerators in the field during NFIs distribution
- Provide regular reports, using the UNHCR and ACTED appropriate tools

Finance:

- Forecast monthly cash requirements for S/NFI activities and submit to Camp Manager before submission to FLATS and Project Coordinator.
- Prepares all financial and logistical documents for accountability after field project activities implementation.

Logistics:

- Contribute to the development of procurement plans
- Send accurate and precise order forms in a timely manner
- Ensures a proper management and use of the project assets and stocks

Transparency

- Keep record of all SNFI activities documents, in particular beneficiary list, distribution list
- **External Relations**
- Undertake communication and liaison activities to actively consult and involve beneficiaries, key informants, actors, partners and stakeholders in all stages of the project design and implementation.
- Cultivate good relations with the key humanitarian actors
- Ensure that all times contact with the beneficiaries is conducted in a sensitive and respectful manner



- Identify opportunities to collaborate and coordinate efforts with the other organizations to ensure our activities buildup on rather than replicate the work of others.

Qualifications/Experiences/Skills

- Bachelor Degree or Diploma in Development Studies, Social Work, Education, and /or related field.
- Proven Experience in humanitarian work activities in the same department of at least 2-3 years.
- Strong problem solving analytical, reporting and communication skills
- Demonstrated ability to multi-task, prioritize and process information into action
- Ability to work with Microsoft word, Excel, Power point, Outlook and Skype App
- Fluency in English (oral and written), knowledge in Arabic language is an asset
- Ability to stay in harsh and unconducive environment of hard to reach areas for long period of time (100%).

Additional Preferred Qualifications

- Previous management of financial budget and handling of cash in remote field locations
- Experience in mobile responses (can be from other sectors)
- Previous experience in Shelter/Non Food Items and/or CCCM)

KEY PERFORMANCE INDICATORS

- % of S/NFI milestones completed on time as per the original plan
- # of S/NFI activities completed in time without the need for a Non-Cost Extension
- % of contractual S/NFI performance indicators achieved
- Records and documents (beneficiary lists, donation certificates, payment sheets) available for all S/NFI activities
- Positive monitoring and evaluation reports for S/NFI activities
- # of complaints received and responded to related to SNFI activities.

How to Apply

- To apply, please submit a copy of your resume/CV clearly detailing all prior experience in the position advertised, roles and responsibilities for the position, and your personal outcome/achievements while in each position. This should be written in English, and may be typed or handwritten.
- Please submit a cover page detailing your name, nationality, gender, level of education, location of residence, availability, and why you are interested in this position.
- Submit the above two documents to the Acted Maban Office (Doro), Juma.John@acted.org, Or Acted Country Office (Juba) at Hai-Cinema Behind Concord Hotel or via email to ssd.recruitment@acted.org, no later than **14th July 2023**. Please write the recruitment reference on any documents.
- A detailed review of all applications will be conducted. Those who are requested, will be contacted for a technical test. Those who pass the technical test will be called back for an oral interview.



Terms of Reference – SNFI Officer

