

## TERMS OF REFERENCE

<b>Position:</b>	Livelihoods Programme Assistant
<b>Duty station:</b>	Bentiu
<b>Application start:</b>	<b>19 April 2024</b>
<b>Application end:</b>	<b>9 May 2024</b>
<b>Contract start:</b>	May 2024
<b>Length of the contract:</b>	6 months with possibility of extension

### OVERVIEW OF CTG GLOBAL

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CTG support and manage humanitarian projects in fragile and conflict-affected countries around the world. With past performance in 15 countries – from the Middle East, Africa, Europe, Asia and Central and South America – we offer a holistic fabric of project management, implementation, and support. Skilled in emergency response to crises such as the Ebola outbreak in West Africa, we can act quickly (crisis response teams can be on the ground in 24 hours) and to establish structured operations in high-risk environments. CTG recruit and manage qualified, skilled teams with extensive experience operating in challenging conditions.

### OVERVIEW OF THE POSITION

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CTG is expanding in South Sudan and is looking for community outreach assistants for its client. Under the overall supervision of the Chief of Mission and the direct supervision of the Programmes Coordinator and in close coordination with the Project Officer and the Head of Office, the Livelihoods Project Assistant will be responsible to contribute to the implementation of the project activities in area of responsibility in addition to maintain the relationship between IOM and different stakeholders on the ground in order to achieve all the intended objectives under this project.

### GENERAL FUNCTIONS

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1. Implement all activities under the livelihoods portfolio in the designated region, in line with all livelihoods tools, policies and procedures;
2. Conduct livelihoods assessments including labour market, value chain analysis and supply chain mapping, under the guidance of the National Livelihoods Officer, in line with livelihoods technical tools;
3. In coordination with other teams and HoO in the assigned region, assist in the identification and selection of individuals for livelihoods assistance, in line with livelihoods guidelines and policies;
3. Identify partners and create opportunities with local authorities, associations, Unions, and other locally active actors to implement IOM's livelihoods projects;
4. Support selected individuals by facilitating orientation meetings and/or business trainings and/or counseling as necessary and provide support to them in the formulation of their business plans;
5. Travel to all project sites in designated region (and as needed to other regions) and monitor individuals who have received IOM livelihoods assistance, business support and ensure that activities are being carried out in accordance with livelihoods guidelines and make necessary improvements of changes to livelihoods service delivery;
6. Follow up with the field teams to quality check data and service delivery and follow up with the workplans and make recommendations, in coordination with field teams;
7. Support the MEAL team in organizing and conducting satisfaction and feedback surveys in order to improve future livelihoods projects;

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8. Develop and maintain internal control and compliance processes and recommend to Technical Lead and National Livelihoods Programme Officer how to strengthen those controls;
  9. Take a role in the reporting of the project activities in the area of responsibility and maintaining the related activities and beneficiaries' data as per IOM roles and regulations;
  10. Participate in all meetings and events related to the project in the area of responsibility, including meetings with local authorities, coordination meetings, support during the donor visits and any other related activities.
  11. Perform such other duties as may be assigned by supervisor.

Project reporting:

- This Position reports to the IOM Livelihoods Programme Coordinator.

**Desirable Qualifications.**

- University degree in social sciences, or equivalent combination of relevant training with practical experience of 5 years in relevant projects.
- Minimum 3 years of relevant experience in social projects/community stabilization though a gender point and experience with international organization is an advantage.

**Experience**

- Experience working on strategic planning, local government act and capacity building.
- Experience in community outreach, public affairs, development, and/or education.
- Experience working in complex humanitarian operations, specifically meeting timelines.
- Experience managing and mentoring teams and in promoting achievement of project objectives.
- Excellent interpersonal, cross-cultural, and diplomatic skills and the ability to lead and work collaboratively with a diverse team.
- Familiarity with the complexities of accountability, organizational growth and change, and the ethical dimensions of UN work.
- Excellent interpersonal skills and ability to work in a multi-cultural/multi-national setting.
- Skills in and ability to exercise diplomacy in engagements with state and non-state partners.
- Good team player.
- Good writing skills and proficiency in the English language and Arabic is a plus.
- Computer literate.
- Ability to exercise conscience and non-tolerance to corruption.
- Previous experience working in hardship duty stations.
- Good communication skills, efficiency and flexibility.
- Ability to work under pressure.
- Attention to detail and quality and capacity to meet deadlines

**Desirable Competencies**

**Behavioural**

- Takes responsibility and manages constructive criticism.
- Works effectively with all clients and stakeholders.
- Promotes continuous learning, communicates clearly.
- Takes initiative and drives high levels of performance management.
- Plans work and sets goals within area of responsibility.
- Displays mastery of subject matter.
- Contributes to a collegial team environment.
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation.

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- Works with internal and external stakeholders to meet resource needs of IOM.
  - Ability to work independently with minimum supervision.
  - High sense of confidentiality.
  - Personal commitment, efficiency, flexibility, and drive for results.
  - Capacity to work effectively and harmoniously with colleagues from various cultures and professional background.
  - Ability to work under extreme pressure in difficult conditions while maintaining security awareness

#### Technical

- Displays awareness of relevant technological solutions.
- Executes tasks in a timely and accurate manner.
- Coordinates and corresponds in a clear and concise manner.
- Follows up tasks to ensure timely completion.
- Seeks to improve efficiency in tracking and monitoring.

#### Languages:

Thorough knowledge of English language is required. Knowledge of Arabic and local languages is essential

**Qualified female candidates are encouraged to apply for this role.**

In order to apply for this role please deliver your CV, and Cover letter, most preferably by email to the address: [southsudan@ctg.org](mailto:southsudan@ctg.org)

Please make sure **the subject of your email states Livelihoods assistant and Specify the Location you are applying for (Livelihoods Assistant – Bentiu) ”**, or your application might be overlooked

In Bentiu, please deliver your CV to CTG Office, IOM LOG Base.

#### IMPORTANT REQUEST

- Kindly avoid naming your CV as *CV*, *Updated CV*, or by Job title or organization name.
- For hard copy deliveries kindly include position applied for on the envelope.

