



Munuki SDA  
Compound  
P.O Box 247  
Juba, South Sudan

### Job Advert

**Job Title:** Infrastructure and Agriculture Officer (One position)  
**Project:** WFP/ Food Assistance for Recovery (FAR)  
**Job Location:** Kapoeta, South Sudan  
**Direct Supervisor:** Project Manager  
**Type of contract:** Fixed Term  
**Duration:** Twelve (12) months  
**Closing date:** 21<sup>st</sup> Jan 2022, 5:00 P.M South Sudan time

**Introduction:** The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is “**To serve humanity so all may live as God intended**”. ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan’s thematic areas are health, education, food security and livelihood and emergency response.

**ADRA’s Motto:** *Justice. Compassion. Love*

**ADRA’s Values:** *Courageous. Compassionate. Connected*

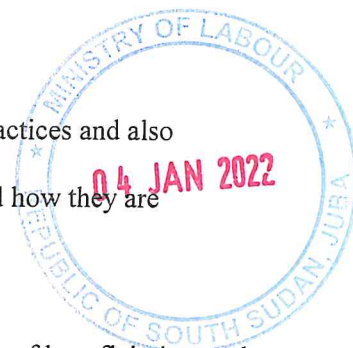
**Job Purpose:** ADRA is implementing a Food Assistance project (GFD+ and BSFP) in partnership with WFP in Kapoeta North and South Counties of Eastern Equatoria State of South Sudan targeting the most vulnerable households in a total of Eleven (11) Payams, 121 Bomas. The GFD Plus development component of the project supports restoration and protection of community assets including farming activities geared towards production of home grown food not only to supplement the Food assistance component but aiming at enhanced livelihoods, resilience and sustainability, reducing dependency and ultimate food security in Kapoeta. The project targets vulnerable households with able work member. Community activities are selected through a CBPP exercise such as opening access roads to markets, fencing community assets and group farming activities

### Job Summary:

The Agricultural Officer will be motivated by the opportunity to share knowledge and improve the efficiency and effectiveness of agricultural production in targeted communities of Kapoeta North and South. Areas of focus includes stakeholder and community engagement, participation in beneficiary targeting exercise, Training staff and mentorship, working in close conjunction with the relevant County department of Agriculture and extension services, ADRA’s Nutrition and programme officers under



GFD/BSFP and Food Monitors. Train staff and lead farmers on basic agronomic practices and also support design of infrastructural activities such as farm and road measurements. They will understand the importance of linking nutrition and agriculture and how they are interrelated.



### **Duties & Responsibilities:**

1. Consult, collaborate, engage and work with stakeholders, respect the dignity of beneficiaries, and members of the community at all times
2. Actively participate in conducting relevant assessments, identification of needs, program design and planning of appropriate food assistance response.
3. Participate staff recruitment, induction, training, supervision, coaching, mentorship and appraisals
4. Actively participate in planning the project kick off inception meetings, stakeholder engagement and community entry, awareness raising and sensitization on the project activities, processes and procedures
5. Conduct regular market surveys, needs assessments and mapping of agricultural actors and stakeholders in Kapoeta, working in specific value chains, notably crop and vegetable production and a variety of nutrient dense foods, looking into possibility of local farm inputs supply for cutting down costs and boosting the local market economy
6. Identify and facilitate linkages between project participants and key agricultural stakeholders, including input and output dealers, Agriculture department officials and other
7. Develop agricultural training plans and session guides for farmer community groups on planting and crop care and farm management, pre and post-harvest handling practices
8. Deliver agricultural trainings to community lead farmer groups to be cascaded to the individual farmers
9. Support and mentor community volunteers to cultivate their own maize plots, providing regular guidance and support to promote positive yields and results
10. Coordinate and work closely together with FSL team (Commodity Tracking officer, Programme Officers, MEAL Assistant, Food Monitors and Enumerators) under the GFD+/BSFP components of the project to ensure project outcomes are realized efficiently and effectively
11. Participate in beneficiary targeting exercise to ensure the correct beneficiaries are selected for the Agricultural activities in a community participatory manner, verified and registered in a separate data base created for tracking purposes
12. Support food distribution activities working very closely with BSFP Officer in nutrition related promotion activities including cooking demos for vegetables
13. Support in procurement of farm inputs and other infrastructure tools, make sure that seeds and tools are distributed on time before the rains and train farmers on the use of special tools
14. Work closely with agricultural extension workers and other relevant sub-county and district stakeholders to facilitate the implementation of project activities
15. Establish and maintain good coordination and working relationships with relevant local government departments and community leadership, representing ADRA in coordination meetings and soliciting their participation in all activities where appropriate and as directed by the line manager
16. Organize CBPP exercises, training of lead farmers and regular monitoring in collaboration with the PO
17. Together with BSFP, Project Officer, MEAL Assistant and CTO, generate weekly and monthly report drafts underscoring any concerns, challenges, recommendations, lessons learned/best practices, capturing and sharing case studies and/or success/impact stories
18. Support School Feeding Programme when called upon
19. Work closely with the MEAL assistant, in consultation with MEAL Manager, ensuring that the tools designed capture the GFD+ development component sufficiently





20. Participate in assessments, PDMs and Joint monitoring activities and reporting
21. Attend and participate in partner coordination meetings
22. Work closely with the Supervisor and Perform any other duties assigned

**Performance Indicators:**

1. Meet at least 80% of project work plan indicators.
2. Complete at least 80% of planned field activities.
3. Ensure timely submission of data for monthly reports.
4. Time management
5. Team work.
6. Interpersonal and communication skills

**Other Valued Criteria:**

1. Willingness and flexibility to work as the leader of a team.
2. Social and cultural understanding.
3. Computer literate with good working knowledge of word processing, Excel spreadsheets and email software programs. .
4. Fluent in spoken and written English required.
5. Excellent written and verbal communication and interpersonal skills.
6. Planning and organizing.
7. Technical and analytical skills

**Job qualifications**

- Minimum Diploma or Craft certificate in Agricultural Sciences or Social Sciences, or related discipline plus experience in Agronomical work.
- Minimum two years working experience in community agricultural /Infrastructural work
- Experience working in the humanitarian field is strongly recommended
- Experience in conducting Community Participatory Planning exercises, mappings assessment and PDMs

**Language:** Fluent in written and spoken English is a requirement.  
Arabic and Toposa languages are a valuable added advantage.

Excellent communication skills (written and oral) and strong interpersonal skills are required

**Working requirements:**

1. A minimum three years working experience with NGOs in Food Assistance and production programming or other community based FSL intervention programmes preferably in emergency/Recovery context,
2. Knowledge, training and experience in Food Security and Livelihoods programming, implementation and monitoring
3. Knowledge of latest developments in Food Security and Livelihoods
4. Experience in development of basic training material and conducting capacity development food and nutrition related trainings and workshops to staff and beneficiaries
5. Demonstrated skills in program planning, implementation and monitoring
6. Demonstrated skills in Training of Trainers and development of training materials.
7. Possession of a riding permit (Class A) and ability to competently ride a motorcycle

**Other attributes: -**

- ✓ Willingness to work under pressure and extra hours when need arises



- ✓ Portrays good human relation skills and demonstrated ability to work effectively in a team environment
- ✓ Strong adherence to ADRA Values
- ✓ Strong character traits, including emotional stability, adaptability, ability to handle stress, cultural and gender sensitivity and integrity, prepared to live and work in a remote and uncertain security environment
- ✓ Patience, good relations with other people, capacity to manage priorities, precision, capacity to share knowledge and train others, adapting to the local context
- ✓ Problem solving ability and capacity to be flexible and accommodating when faced with difficult and frustrating working conditions;

#### **Instructions for applications:**

All application shall be addressed to HR Manager – ADRA South Sudan P. O. Box 247 Juba C/O SDA Compound in Munuki Submitted at the ADRA Kapoeta North Riwoto Office. You may also send your applications to [jobs@adrasouthsudan.org](mailto:jobs@adrasouthsudan.org). Qualified female South Sudanese nationals are highly encouraged to apply.

#### **Note;**

1. A CV of 4 pages or less coupled with a one-page cover letter is will be required. Telephone contact details will be required.
2. Relevant **copies (NOT ORIGINALS)** of certificates and testimonials
3. Only Shortlisted candidates will be notified for the formal interview.
4. Due to the urgent need for this position to be occupied, we shall be reviewing applications coming in from time to time, and interviews will be conducted once we have received suitable candidates before the deadline of the advert.

**Safeguarding:** *ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.*

