



TOR – SHELTER and NFI OFFICER (Mobile)

Position: **Shelter and NFI Officer – Mobile (75%)**
 Opening date: **11th August 2020**
 Closing Date: **28th August 2020**
 Supervisor: **Senior SNFI officer**
 Duty Station: **Juba**
 Duration: **6 Months with possibility of extension.**



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) mobile project activities and prepares written materials such as, but not limited to needs analysis reports, rapid assessment reports and distribution reports. He/She contributes to the effective and timely completion of S/NFI activities, delivery of quality outputs and achievement with maximum impact for beneficiaries. She/he reports directly to the senior S/NFI officer and works closely with the CCCM, WASH, Protection mobile field teams.

CHAIN OF COMMAND

Under the authority of:

- CCCM Project Manager
- Senior S/NFI Officer

Line Management:

- SNFI Assistant
- SNFI Monitor

WORKING RELATIONS

Internal:

- Senior CCCM Officers
- Senior Protection officer
- Senior WASH officer
- SNFI/CBI Officer
- SNFI Assistant
- SNFI Monitor
- CCCM officers
- 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
- SNFI Cluster state and national level



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 mobile responses
- Joins partners during joint mission assessments or IRNA assessments in any location of alert
- Hires loaders, off loaders, causals and enumerators in the field during needs assessment and respond times
- Provide regular reports, using the cluster and ACTED appropriate tools

Finance:

- Forecast monthly cash requirements for S/NFI activities and submit to senior S/NFI officer before submission to FLATS and Project Manager.
- 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
- Plan S/NFI team movement based on the available fleet and applicable policies with direct consultation from the senior S/NFI Officer.

Transparency

- Keep record of all SNFI activities documents, in particular beneficiary list, distribution list and need analysis reports.

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 Community Based Development, Social Work, Education, Civil Engineering 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 (75%).

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:

Please hand in a CV and cover letter Detailing your experience and skills that match this position to ACTED main office in Hai- cinema behind concord hotel not later the 28th August 2020 by 5: 30 pm OR email: Equatoria.admin@acted.org. **DO NOT APPLY USING BOTH EMAIL AND HAND DELIVERY, YOUR APPLICATION WILL NOT BE CONSIDERED**

Applications will not be returned so apply using your document copies.
Only shortlisted candidates will be notified. Also indicate the post you are applying for clearly on you envelop.

