

Vacancy Announcement



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| Organization | Africa Development Aid (ADA) |
| Position/title | Emergency Shelter & Non-food Items (ES/NFI) Officer |
| Reporting to | Emergency Shelter & Non-food Items (ES/NFI) Officer reports to ES/NFI Programme Manager |
| Duty station | Pibor of Greater Pibor Administrative Area (GPAA) |
| Collaboration | HR & Administration Manager; Finance; Sector Program Managers |
| Duration | Six (6) Months with possibility for extension depending on funding and performance |
| Number of vacancies | 01 (one) |
| Date of the advert | Wednesday, 26 th October 2022 |
| Starting date | Applications will be reviewed on a rolling basis. |

1.0. Organizational Context:

Established in 2012, Africa Development Aid (ADA) is an expanding National, Non-Governmental, Humanitarian and Development organization operating in Upper Nile, Jonglei, Unity, Eastern & Central Equatoria States and GPAA. At ADA, we support vulnerable communities to realize their full potentials. We focus and emphasize on building resilience by creating an environment in which local populations can thrive and become self-reliant. We work to prevent and overcome situations that adversely affect community well-being by reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policies. Our belief is that economic, social and environmental security are the bedrocks of a healthy community; therefore, our programming is aimed at empowering the communities to make the good use of the humanitarian and development assistance ADA provides.

For the past ten (10) years ADA has strengthened rural livelihoods through Food Security & Livelihoods, environmental awareness, Emergency Shelter & Non-Food Items (ES/NFIs), WASH, Peace building & Women Empowerment through transforming harmful cultural practices, Child protection and Education amongst others. ADA is determined to mobilise the necessary resources to deliver humanitarian and development projects in pursuit of a peaceful, self-reliant, and improved future. Our past and current donor portfolio includes the SSHF, IOM, CARITAS Germany, ZOA, CAFOD, Christian Aid, Tearfund, and EU, Christian Aid (CA), Cordaid among other strategic and potential partners. ADA is a vibrant and dynamic humanitarian & Development national non-governmental organization experiencing steady growth and building experience in working with communities in the most remote areas across the country. ADA offers sound employment conditions with opportunities for personal growth and career development.

Motivated by the Motto: **“Secure Healthy People in Safe Environment”** Africa Development Aid is committed to promoting community awareness on water borne diseases particularly during this flood disaster era and beyond. In addition, ADA is committed to promoting sustainable economic and social development by working with local communities through relief and development activities. ADA aims to help the needy regardless of their race, political affiliation, creed or gender. In this regard, Africa Development Aid, is looking for a motivated, experienced and talented South Sudanese to fill the position of **“Emergency Shelter & Non –food Items (ES/NFI) Officer”**. The ES/NFI Officer will be based in Pibor Town but with frequent visits to locations where such activities take place.

1.2. Summary of Job description: The ES/NFI is required to implement NFIs activities in accordance with the ES/NFIs emergency interventions of ADA and as per the requirement of the donors with aim to achieve positive results. The incumbent shall carryout needs assessment, registration, verification, distribution and Post Distribution Monitoring to





ensure effective programme implementation and in accordance with standard of Africa Development Aid and the Cluster Standards.

2.0. The objective of this position is; To coordinate and implement ES/NFI activities of Africa Development Aid in Greater Pibor Administrative Area (GPAA).

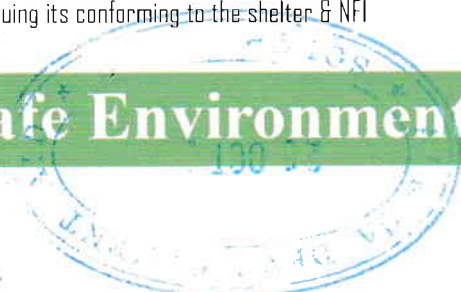
3.0. The general duties of the employee will be as follows;

- To represent ADA Management interests in Malakal-based humanitarian agency activities
- To abide by all grant regulations imposed on ADA if applicable to an assigned project and agree to be bound by ADA's policies and procedures.
- To abide by all regulations stipulated in ADA's Human Resource Policy and be its custodian in Malakal base.
- To carry out all duties assigned by ADA Management, as stipulated in the 'specific responsibilities'
- To accurately complete and submit timesheet verification of all pay periods worked.
- To carry out any duty (ies) and responsibilities assigned by the direct supervisor.
- To maintain confidentiality on matters or information pertaining to ADA that should not be disseminated whether within or without.
- Any other duties as may be assigned by ADA Management from time to time



4.0. Specific job responsibilities

- The Emergency Shelter & Non – Food Items Roving Officer will spent (80%) of his time in terms of labour efforts in the field location.
- Validating needs and response alerts from affected communities, RRCs, local authorities, SFPs, OCHA and partners, ensuring is in line with the cluster response methodology
- Planning and carrying out needs' assessments, baseline surveys including IRNAs that will be shelter and NFI specific
- Designing of an appropriate approach to shelter and NFI responses following guidance of the shelter & NFI cluster strategy
- Planning and conducting NFI distributions, registration and verification of beneficiaries needs and presences in project sites
- Cooperation and constant communication with local authorities, partners, RRCs, local communities, SFPs in the project locations from time to time
- Facilitating appropriate community involvement in the design and delivery of essential shelter and NFI services through regular consultations and involvement
- Running documentation and monitoring of interventions and sharing reports with SNFI program manager
- Maintaining an accurate record and taking proper care of all field equipment and material stocks for the project and ADA field Team
- Keeping proper records of field expenditures and reporting and accounting accordingly to the finance
- Writing timely intervention reports including needs analysis, distribution, post distribution and donor progress reports and sharing with the NFI Manager
- Translating communication when required at the field between donors, beneficiaries, authorities and ADA team
- Together with monitoring and evaluation team develop plans and tools for tracking the progress, outputs and outcomes of shelter/NFIs activities
- Lead on shelter/NFIs technical assessment field level in coordination with other sector within Emergency Response Team (ERT) /other externals sector agencies
- Review of beneficiary targeting criteria for NFIs distributions and ensuing its conforming to the shelter & NFI beneficiary selection criteria





- Coordinate with emergency shelter/ NFI cluster coordinators/SFPs and partners in the field locations; attending cluster meetings to get updates, communicating with partners on ground to avoid project duplication and enhance joint programming
- Develop and maintain positive relationships with local authorities, other NGOs and any other stakeholders, representing ADA and ensuring good cooperation and partnerships
- Ensure purchase requests for materials are with logistics in timely manner and well specified to enable smooth running of activities
- Work within ADA recognized procedures in the area of procurement & logistics, finance and quality management
- Ensure that minimum standards of ADA humanitarian relief are maintained in accordance with sphere hand book
- *Ensure adherence to the humanitarian core Standards and principles during and outside intervention e.g. impartiality, neutrality, operational independence, integrity, transparency, accountability, do no harm, participation and involvement of the affected communities*
- Cooperation with other sectors teams, Project/ Head of Program and responding to any other call, when need be and as may be directed by SNFI manager

5.0. Key Qualifications and Competencies:

- Minimum university degree from a recognized university in Humanitarian studies, NGO Management, Development Studies and other related fields
- Master or certificate in Monitoring and Evaluation is an added advantage
- A minimum of (02) years working in humanitarian emergency context
- Ability to develop and use tools relevant to Cluster Methodologies and procedures
- Ability to analyse data and be able to make correlations with what is in the project documents
- Fluency in English, both written and spoken with considerably oral knowledge of Arabic language
- Knowledge of local language and Murle language in specific is preferred
- Knowledge of donors' requirement such as South Sudan Humanitarian Fund Cluster's procedures and reporting
- Refined training and facilitation skills, especially in cross-cultural environments;
- Proven abilities in managing successful community-based projects;
- General understanding of project management and monitoring techniques;
- Proven analytical, problem-solving skills and comfortable working under minimal supervision;
- Energetic and motivated skills in community mobilization, training, and team-building;
- Highly organized, efficient, and able to meet key deadlines;
- Highly developed inter-personal skills/inter-cultural sensitivity;
- Proficient in typing, MS-Word, Microsoft Excel, Power Point Presentation and email/internet programmes and
- Must have excellent oral and written communication skills.



6.0. Desirable

- Experience in humanitarian programmes particularly project proposal and report writing
- Strong believer in Christian values
- Knowledge of Humanitarian Accountability Principles
- Experience of working in humanitarian responses with UN agencies, INGOs/NNGOs or Government institutions
- Be conversant with South Sudan humanitarian clusters' procedures
- Willing to travel and work in remote field locations where project activities are being implemented



- Have strong sense of accountability to both beneficiaries and the donors
- Be willing to work in a team environment, travel and stay overnight at project site
- Be of high integrity and honesty

7.D. Attitudes

- Proactive and takes initiative.
- Flexibility
- Reporting experience, problem solving and diplomatic skills
- Respect when dealing with others.
- Identify him/herself with the mission, vision and values of ADA
- Multi-tasking

8.D. This is a challenging opportunity for a dedicated and highly motivated professional. Please submit your application to **HR & Admin Department** or send through hr.adadevelopment@gmail.com or bring hardcopies of your updated CV with valid contacts of three referees, letter of application and academic credentials in sealed envelope to ADA Office in Tongpiny, Theo Road, opp. Medair Country Office.

ADA is an equal opportunity employer. However, this position is only for South Sudanese nationals

Deadline for this advert is Monday, 14th November 2022 by 4:30PM

Female candidates are strongly encouraged to apply!

