

Approved  


## JOB ADVERTISEMENT

**VACANCY NUMBER: LIV/BU/022**

**Job Title:** Project Officer – (Livelihoods)

**Department:** Program / SHARED

**Reports To:** Field Area Coordinator

**Country/Location:** Budi County, Eastern Equatoria State

### About CRS

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

### Job Summary:

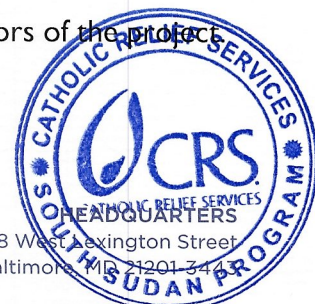
The Sustaining Humanitarian Activities to Reduce Effects Disasters (SHARED) program is a USAID/BHA funded emergency program working with communities affected by conflict in Eastern Equatoria state (Budi and Kapoeta North County) and in Jonglei State (Duk and Akobo counties), South Sudan. The overall goal of SHARED is to ensure that crisis affected HHS have reduced food insecurity and malnutrition in SHARED operational counties by April 2024.

As a SHARED Project Officer - Livelihoods, you will facilitate the achievement of project objectives through coordinating and reporting on all project activities and providing technical guidance and advice to staff advancing Catholic Relief Services' (CRS) work serving the poor and vulnerable. Your coordination and relationship management skills will ensure that the project for which you are responsible applies best practices and constantly works towards improving the impact of its benefits to those we serve.

### Roles and Key Responsibilities:

#### Job Responsibilities:

- Organize and lead the implementation of all assigned Agriculture, livestock, and fisheries project activities as outlined in the detailed implementation plan in line with CRS program quality principles and standards, donor requirements, and good practices.
- Ensure project documentation for assigned activities is complete with all required documents and is filed per agency and donor requirements.
- Assist with preparation of trends analysis reports and documentation of case studies and promising practice.
- Ensure that agriculture and livelihood activities are integrated with other sectors of the project.





- Supervise Field Extension Agents (FEAs) on a daily basis to ensure agriculture, livestock, and fisheries livelihood activities are implemented at the same pace within target Payams.
- Ensure project documentation for assigned activities is complete with all required documents and is filed per agency and donor requirements. Assist with preparation of trends analysis reports and documentation of case studies and promising practices
- In coordination with the MEAL staff regularly track and monitor project progress against set objectives.
- Submit periodic reports to tracking progress towards meeting set targets
- Complete project documentation for assigned activities. Assist with identifying information for case studies/success stories and reports on promising practices.
- Perform any other duties as may be assigned by supervisor.

**Typical Background, Experience & Requirements:**

**Education and Experience.**

- Degree in the field of Agriculture and livelihoods studies.
- Minimum of 2 years of work experience with INGOs in project support in Agriculture, livestock, fisheries, and Livelihoods in South Sudan.
- Additional experience may substitute for some education.
- Analysis and problem-solving skills with ability to make sound judgment.
- Good relationship management skills and the ability to work closely with local partners
- Proactive, results-oriented and service-oriented
- Attention to details, accuracy and timeliness in executing assigned responsibilities.

**Required Languages** - Excellent knowledge in both written and spoken English and knowledge in local languages (Didinga & Toposa) is an advantage.

**Travel** - 50% of the time will be in the field.

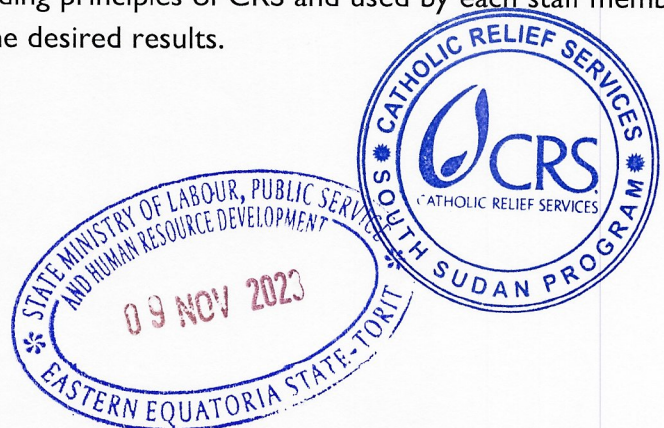
**Knowledge, Skills and Abilities**

- Analysis and problem-solving skills with ability to make sound judgment.
- Good relationship management skills and the ability to work closely with local partners and communities.
- Proactive, results-oriented, and service-oriented.
- Attention to details, accuracy, and timeliness in executing assigned responsibilities.
- Knowledge in local language.

**Agency-wide Competencies (for all CRS Staff)**

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Integrity
- Continuous Improvement & Innovation
- Builds Relationships
- Develops Talent
- Strategic Mindset
- Accountability & Stewardship





**Gender Competency (for all CRS Staff):**

- Recognizes the importance of having a gender diverse team and promotes a safe and inclusive environment for all staff.

**Supervisory Responsibilities:** (County Agriculture Officers)

**Key Working Relationships:**

**Internal** SHARED Livelihoods Senior Project officers, Field Extension Agents Livelihoods PM; Senior project Officer Agriculture and Livelihoods, Field Area Coordinator, MEAL Manager, and Area Manager.

**External;** Farmer Producer Groups, community and traditional leaders, County authorities, local actors.

*\*\*\*Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

*Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.*

**CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.**

**CRS is an Equal Opportunity Employer**

**Application Submission:**

Interested candidates can drop a Non-refundable application letter and CV together with names of three professional referees through this link <https://form.jotform.com/233113365504548> or physically drop at the reception sealed in an envelope marked "LIV/BU/022" to CRS Field Office in Budi not later than November 24,2023

- Female candidates are highly encouraged to apply.
- Only short-listed candidates will be contacted.

