

NRC

NORWEGIAN
REFUGEE COUNCIL



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Approved by
23/7/2021
[Signature]

NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN
VACANT ANNOUNCEMENT

Position: Livelihoods and Food Security Assistant- Business and VSLA
Reports to: Livelihoods and Food Security Officer- Business and VSLA
Supervision of: Livelihoods Extension Workers
Duty Station: Mayom 1, Wau 2, and Leer 1
Travel: 100%
Project number: SSFM2105
Duration and type of contract: 12 Months

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core activities include Education, Shelter & WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

All NRC Employee are expected to work in accordance with the organization's values. to be **dedicated, innovative, inclusive and accountable** are attitude and believe that shall guide our actions and relationships.

1. Role and responsibilities

The purpose of a Livelihoods and Food Security Assistant – Business and VSLA is to implement business, VSLA and TVET related activities of CARB project at the field office level.

The following is a brief description of the role.

Generic responsibilities (max 10)

These responsibilities shall be the same for all positions with the same title. The responsibilities shall be short and essential. Details belong in the Work- and Professional Development Plan.

1. Supervision of incentive workers
2. Implement plan of action for delegated portfolio of LFS projects (activities, budget and project documentation)
3. Day to day follow of progress in project implementation
4. Ensure compliance with NRC policies, LFS tools, handbooks and guidelines
5. Ensure that projects target beneficiaries most in need, and explore and asses new and better ways to assist
6. Promote and share ideas for technical improvement
7. Prepare periodic progress reports and other documents
8. Ensure capacity building of project staff and transfer key skills
9. Liaison and collaboration with relevant local authorities and stakeholders
10. Promote the rights of IDPs/returnees in line with the advocacy strategy



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Specific responsibilities

These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus and type of programme intervention. This section shall be revised whenever a new employee is hired or the context changes significantly.

- Assist LFS Officer with administration and logistic issues including inventory, purchases and requisitions, quotations, as well as coordination, execution and monitoring and evaluation of CARB project in South Sudan
- Liaise and maintain excellent working relationships with the finance, admin and logistics teams to ensure full support to the project
- Prepare financial and logistical work plans for activity implementation
- Coordinate field activities for targeted beneficiaries, including the preparation of information and presentation materials and supervising logistical arrangements
- Follow-up on weekly meeting and conduct monthly and quarterly meetings and collect accurate and updated information about project activities
- Report any problem related to finance, admin and logistics within the LFS team and the support team to the attention of the supervisor for resolution
- Ensure that the NRC office and NRC property are kept in a good and secure condition
- Contribute to NRC's strategy, action plan, advocacy agenda, and priorities for the LFS project
- Contribute to the development of project proposals related to the country strategy plan
- Ensure the marketing of LFS project in South Sudan
- Other relevant tasks as assigned by the direct supervisor

Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- Project planning: LFS Project Manager
- Area operations: Support Coordinators (field office coordinators)
- Staff capacity building: LFS Specialists, HR Manager/Officer
- Implementation: LFS Project Manager

Scale and scope of position

Staff:	Numbers and titles of staff directly managed by the post holder, and numbers of staff and daily workers/incentive staff responsible for overall in the unit (5 Extension Workers)
Stakeholders:	Key external stakeholders the post has relationships with (UN agencies, INGOs, local NGOs, civil society, governmental bodies)
Budgets:	List of budgets covered by post holder, and size of budget
Information:	Brief description of the information resources the post holder is responsible for at CO level (e.g. GORS, Agresso, Webcruiter, Intranet)
Legal or compliance:	Brief description of any legal or compliance responsibility the post holder has (term of employment, vendors, donors)

2. Competencies

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:





1. Professional competencies

These are skills, knowledge and experience that are important for effective performance

Generic professional competencies for this position:

- Bachelor's degree/Diploma in Business related field or social sciences
- 2/3 years of experience
- Experience working in Food Security and Livelihoods project implementation position in a humanitarian/recovery context
- Previous experience working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Experience in administration, finance, logistics and personnel management, including training, supervision and coaching of staff
- Proven communication, interpersonal, representation, negotiation and leadership skills
- Knowledge about own leadership skills/profile
- Fluency in English, both written and verbal

Context related skills, knowledge and experience (shall be adapted to the specific position):

- Knowledge of the context in South Sudan
- Work experience outside East Africa is an asset
- Knowledge of the local language including Arabic
- Experience with start-up, exit or similar

2. Behavioral competencies (max 6)

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies and the following are **essential** for this position:

- Handling insecure environments
- Managing resources to optimize results
- Empowering and building trust
- Managing performance and development
- Planning and delivering results

3. Performance Management

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description
- The individual Work- and Professional Development Plan
- The Competency Framework

Application Procedure:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- All applicants must have a valid South Sudanese Nationality Certificate and Passport.
- Please do not submit original certificates. Submitted application documents will **NOT be returned**.



- Applications must be submitted no later than on the **12th August 2021** by Hardcopy in an enclosed envelope clearly marked "Livelihoods and Food Security Assistant- Business and VSLA" to NRC offices.

Only short-listed candidates will be contacted, by e-mail or by phone.

FEMALE CANDIDATES WITH REQUIRED QUALIFICATION AND EXPERIENCE ARE HIGHLY ENCOURAGED TO APPLY