



ACROSS AFRICA DEVELOPMENT ORGANIZATION

Working for a Better Africa

Munuki Block C, Opposite Antipas Pharmacy, about 500m from the main road to Gudele, Central Equatoria state, Juba - South Sudan Tel: +211924302452

Email: judithAado@gmail.com

External Vacancy Announcement - AADO

Job title/Position	Food Security and Livelihoods Officer
Working hours per week	40 hours
Reports to	FSL Project Manager
Employment start date	At the start of 15 th September 2022 (Mid-September 2022 to 30 th April 2023)
Reporting to position	None
Location	Magwi County
Closing deadline	08 th September 2022
Number of positions	One



Introduction

Across Africa Development organisation (AADO) is a national organisation working in most of the states of South Sudan, in the themes of Gender and Protection, Food Security and Livelihoods, Education, Woman Empowerment, and looking at Health as well, and we are dedicated to work with the communities at this pivotal time. Across Africa Development organisation (AADO) is a 'dual mandate' organisation and as such equal priority will be given to both humanitarian and development work. This is the only way we are able to ensure that some of the fundamental rights that we believe woman have, such as survival, safety and constant access to protection and empowerment, can be guaranteed.

Job Purpose

The primary purpose of the –FSL Project officer is to assist the FSL Project Manager in managing in FSL projects in Magwi County, Eastern Equatoria State of South Sudan. The post-holder will support the PM and the HoP in planning, implementation and coordination for FSL project activities such as Livelihoods and cash-based interventions for AADO's Community resilience projects. S/he will contribute to programme strategy, ensure close co-ordination and integration with other projects and foster good working relationships between all sections of the team and with communities, local leaders and counterparts. S/he will work closely with the FSL PM and Head of Programme, Area Officer, other Sector managers, Finance, Human Resource and Logistic staff.

Key accountabilities

1.0 Oversee Programme Strategy

- In collaboration with the Project Manager (PM), Project Officer, develops Monthly/quarterly/annual work plan, phased budget, cash forecasts and procurement plan for all FSL projects. All these should be submitted to the FSL PM in timely manner
- Assist the FSL Project Manager (PM) in the development of thorough analysis of the food security and livelihoods situation through primary and secondary assessment and with due consideration for Human rights and objective of the programme
- Working closely with the FSL PM, implement resilience activities ensuring that resources transfers are delivered on time and on budget
- Assist in the Provision of information to the Project manager as part of the programme's strategy development process.
- In liaison with the teams He/she will support in the development of the FSL project implementation strategy, linking to the location and Performance Measurement Framework for Food Assistance and In-kind Transfers or Commodity Vouchers, with Livelihood Products including the VSLAs
- Within the context and the FSL project components he/she identifies possible opportunities for further programming in protection including Gender and protection mainstreaming in Food security and Livelihoods.
- With close consultation with the Project Manager (PM), ensure all FSL staff adheres to the security protocol and are sensitized to PSEA policy, child protection and code of conduct.
- Ensure that Tearfund's purpose, values and the programme objectives are communicated amongst staff to create mutual understanding and ownership and facilitate input from staff in the strategic planning process.



2.0 Project Management & Support function

- Support the FSL Project Manager in managing program budget lines with donor requirements and ensure proper and effective use of project resources
- In coordination with the MEAL staff, monitor program progress against both programmatic and budgetary targets.
- Identify FSL project supply needs and coordinate with the logistics team to put in place a sensible phased procurement plan.
- Contribute to the development of a further project proposals for AADO's FSL and resilience response in Magwi to develop the programme to more appropriately mitigate against the causes of food insecurity and livelihoods failure.
- Engage with relevant staff to put in place a detailed implementation plan for FSL components of the project with keen interest in VSLA support and data collection and Management.
- Assist the Project Manager in monitoring the FSL project progress and making detailed reports with recommendations to the team regarding community needs, vulnerabilities / capacities and appropriate responses.
- Participate in the design, timely implementation and regular monitoring of food assistance, Agro based livelihoods and VSLA components of the project.
- Participate in project assessments/evaluations and assist in the analysis of results to assess project impact and effective use of resources.
- Provide periodic quality monitoring at markets including; assist the vendors to use the provided vendor interface equipment and e-voucher cards.
- Assist beneficiaries with the usage of vouchers and carrying out a purchase for cash and Voucher Assistance which involve the usage of vouchers.
- The Project Officer will support all Cash Assistance interventions including market strengthening, e-vouchers, data collection, including base/end lines, post distribution monitoring using digital tools, market monitoring and market complaints handling. He/she is also responsible for commodity quality control, troubleshooting any vendor interface challenges, and assisting beneficiaries in market transactions.
- Document outcomes directly linked to project intervention both expected and unexpected.
- Facilitate regular meetings with project beneficiaries both community members, leaders and traders to discuss project implementation and any other needs. Solve problems arising as appropriate and ensure learning are documented.
- Assist the Project Manager in solving any disputes within the community and beneficiaries liaising with community leaders as needed.
- S/he will facilitate meetings between trader groups and beneficiaries; identify market solutions for gaps, such as quality, quantities and produce regular monitoring reports.
- Works closely with the Project Assistants or FSL Extension workers in ensuring project deliverables (Food and distribution of Agricultural inputs, VSLAs, Gender and distribution, in producer groups, provide extension services (e.g. on good agronomic practises, post-harvest practises for quality assurance, and Village Savings and Loans Associations training and support)

3.0 Staff and Team management

- Carry out regular supervision of the distributions, Trainings, monitoring and Extension services are carried in line with the specific guidelines and making sure that the programme activities comply with the appropriate standards
- Regular one-to-one supervision of the project staff (FSL project Assistant and extension workers), providing advice, coaching, mentoring and training where required
- Where relevant ensure mainstream other sectors and into the project e.g. hygiene and sanitation and cross-cutting themes such as gender and protection, COVID-19 SOPs amongst staff and beneficiaries.
- Provide leadership and support to staff to ensure effective management and timely implementation of work plans.
- Ensure that staff understand their individual and collective responsibilities for safety and wellbeing, and ensure detailed records are kept and analysis made of work-related injuries, accidents, security incidents and fatalities.
- Conduct regular performance reviews where required, including catch ups, 3-month performance appraisals, and encourage the personal development of each individual (including personal development plans and the identification of training needs).
- Responsible for consolidation of beneficiary data as needed;
- Keep project staff updated on latest guidelines, and any information provided by the organisation and the sector;

4.0 Monitoring, Evaluation, Accountability and Learning (MEAL)



- In collaboration with the MEAL staff, contribute the creation of M&E and accountability plans; put in place accountability activities for the FSL projects, ensuring that feedback from all relevant stakeholders is considered in program design.
- Monitor project performance against the protocols designed for the program and ensure action points are addressed in their respective timeframe.
- Assist the FSL Program Manager and the PM in the dissemination of the findings and results of surveys and ongoing analysis both within AADO and the wider community
- Ensure the implementation of sufficient monthly monitoring and evaluation of FSL projects and reporting.

5.0 Reporting & Documentation

- Prepare timely programme updates and draft donor reports on project activities in compliance with AADO requirements and any relevant external donor requirements.
- Conduct systematic documentation of the FSL projects in the form of case studies, video clips, photos, lessons learnt etc.
- Ensure proper filling and data storage for all the projects.

6.0 Performs any other duties and tasks, which are commensurate with the responsibilities and level of the post

Person specification

Qualifications and Experience

- University Diploma or Degree in Agriculture, development studies, economics or any other social sciences
- A minimum of least 3 years' management experience in the NGO environment, including exposure to field operations in both emergency and development programs
- Good understanding of livelihoods concepts and issues in both emergency and development context.
- Experience and knowledge of effective financial and budgetary management of projects from donors with strict requirements.
- Experience of INGO program cycle management, and with experience of working within a complex and matrix organization structure
- Solid project management skills and a proven history of delivering results
- Ability to analyse information, evaluate options and implement project plans
- Computer Skills
- Excellent written and spoken English and Juba Arabic or local language
- Good human relations skills.

Application Procedure:

Qualified national persons with the required skills are invited to submit their applications accompanied by detailed professional resume and cover letter as a single document i.e. with the cover letter being on the first page and the CV starting on the second page or separately, detailing three work related referees and contacts to human resources department aziku.aado.org@gmail.com and john.aado.org@gmail.com before 4:30 PM on 08th September, 2022 with the subject line " Food Security and Livelihoods Officer. Alternatively, you can submit hard copy of your applications in English, together with copies of updated CV, cover letter, academic documents, National ID card and three references with their contacts to Crown Computer Center, Magwi Town Roundabout, or contact 0920609850, 921685253/Vicky@ Crown Computer Center.



FSL Project Officer - Job Description