

South Sudan Program

**JOB OPPORTUNITIES – PM-I: Livelihood Project Officer**

Catholic Relief Services is a global non-governmental Christian humanitarian and development organization with a special focus serving the needs of disadvantaged populations to ensure that the dignity of the human person is maintained regardless of race, religion, gender or color. Catholic Relief Service South Sudan Program wishes to recruit highly competent, proactive and self-driven persons (**South** **Sudanese National only**) to fill the following positions, to be based in **Torit, Eastern Equatoria State - Southern Sudan**.

**PURPOSE OF THE POSITION:**

The Livelihood Project Officer under the guidance of the Project Manager will provide leadership for all livelihood activities under the project, focusing on enhancing food productivity and strengthening the capacities of vulnerable households in the enhancement of sustainable options to promote community food security and livelihoods

## KEY RESPONSIBILITIES

1. **Planning**
   * Participate in project staff orientation and program implementation planning meetings
   * Participate in the recruitment and training of SILC field agents
   * Develop a plan for the formation of SILC groups
   * Develop a plan for assessing and strengthening the capacity of Field Agents and SILC groups
   * Develop training plans for SILC field agents and SILC groups.
   * Plan and implement SILC Graduation(s)/Shareout
   * Participate in the planning process of the Annual Operating Plan
   * Organize timely writing of monthly, quarterly and other reports required by CRS management and the donor (EC).
2. **Implementation:**
   * In collaboration with the County Agriculture departments, identify and recruit qualified persons to be trained as SILC field agents.

* Organize training for SILC agents and refresher training as needed (includes skills such as facilitation or others necessary for better SILC implementation)
* Provide technical expertise and support to SILC field agents to facilitate the implementation of high quality SILC initiatives to support project objectives.
* Ensure timely formation of SILC groups
  + Organize training of SILC groups through the SILC field agents
  + Assist with the identification and recruitment of beekeeping consultant
  + Organize training in beekeeping
  + Provide technical and material support to SILC and beekeeping groups
  + Ensure linkage to the southern Sudan Agriculture Revitalization Program and Economic Rehabilitation Program Activities
  + Ensure timely writing and submission of monthly, quarterly and other reports required.
  + Ensure participation of women and gender mainstreaming in all SILC activities.
  + Strengthen linkages with other organizations by attending meetings, especially those in SILC areas to promote SILC innovation and collaboration.

1. **Management, Monitoring and Reporting:**
   * Visit project sites regularly to monitor activities being implemented;
   * Demonstrate good stewardship and accountability by ensuring the project resources are used for the intended purposes and not diverted to personal use.
   * Monitor budgets and participate in Mid-Year Review Budget Revision for budget reallocation as needed
   * Monitor inputs distribution closely and ensure that all beneficiaries receive the quantities of items allocated to them in a timely and effective manner.

* Monitor project outputs and indicators to ensure that the project objectives are being achieved.
* Monitor to ensure that the inputs provided are being used by the beneficiaries to meet project objectives
* Conduct periodic audits to assess quality of SILC groups
* Monitor and record “best practices and lessons learned” of SILC group formation and implementation and beekeeping training
* Compile and submit required quarterly, annual and final narrative reports for the FSTP Program as per agreed schedule
* Collect data for monthly update of SILC MIS and send on time to CRS SILC/Livelihoods Program Manager
* Conduct data collection of individual SILC group members to track impact of SILC
* Coordinate with the Program Manager and SILC/Livelihoods Program Manager to produce human interest stories, articles, working papers, photos and other publications for internal and external circulation.
* Assist with data analysis, monitoring and evaluation, and hence feedback to all stakeholders.

1. **Representation/Business Development:**

* Represent CRS/Sudan’s livelihoods program to internal and external stakeholders, as appropriate.
* Promote CRS’ visibility by attending and participating UN, NGO, and local government coordination meetings.
* Assist SILC/Livelihoods Program Manager with special assignments as needed
* Actively participate in development opportunities related to livelihoods, including proposal development and donor contacts.

**Emergency Competencies**

Each CRS staff member working in emergencies is expected to use the following competencies to fulfill his or her responsibilities and to achieve the desired results.

* Communicates strategically under pressure
* Manages stress and complexity
* Actively promotes safety and security
* Manages and implements high-quality emergency programs

**Minimum Qualifications/Experience**

* Minimum Bachelor Degree or Masters Degree in Agriculture or related field preferred.
* At least three years experience in the implementation of development projects
* Experience in extension services, SILC methodology, and beekeeping skills highly desired
* Demonstrated skills in training or facilitation
* Ability to work closely with Sudanese Government structures, local authorities, local NGOs and communities
* Ability to mobilize community groups, particularly women.
* Demonstrated ability to work independently and in partnership with various actors
* Excellent written and oral communication skills in English
* Proficiency in Microsoft Windows and Office programs, and Internet
* Familiarity with Southern Sudan an advantage
* Proficiency in Arabic or other Sudanese languages ideal
* Willingness to travel frequently and work in insecure and physically and mentally challenging environment
* Good physical health and fitness

Application letters and CVs together with the names of three professional referees, should reach the undersigned not later than **Monday 19th September, 2011.** Only short-listed candidates will be contacted.

**Human Resources Manager**

Catholic Relief Services –

Southern Sudan program, Juba Office

OR by E-mail to: jobapps@crssudan.org

**CRS Sudan Program is an equal-opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.**