

VACANCY ANNOUNCEMENT

World Relief South Sudan (WRSS), a branch of the World Relief Corporation has been providing humanitarian assistance to vulnerable populations in South Sudan since 1998.

World Relief South Sudan Programme is currently seeking a qualified candidate for the following position;

Job Title:	Food Security Project Coordinator - 1 position
Duty Station:	Bentiu, Unity State
Issue Date:	10 th February 2012
Closing Date:	23 rd February 2012
Applications Details:	<p>This vacancy is open for qualified South Sudanese Nationals <u>ONLY</u> Interested applicants should submit written Application and CV by e-mail to: WRSSrecruitment@wr.org or</p> <p>Personally deliver to: Human Resources & Administration Manager World Relief South Sudan P.O. Box 41 Hai Cinema, Juba South Sudan</p> <p>Please clearly type the job title on the envelope. Please attach photocopies, not the originals, of South Sudanese national ID card and educational certificates. World Relief South Sudan request applicants to enclose contact of their 2 most recent Supervisors.</p> <p>Only short listed candidates will be contacted for interview</p>

Terms of Reference

General objective: To oversee and coordinate the overall development of the food security / livelihood activities and ensure that set outcomes and outputs are realized in a timely manner with the available budget and personnel in the Unity State.

Specific Responsibilities:

- Participate in the development of concept note and proposals for future funding opportunities.
- Periodically appraise and identify capacity needs of the project implementing teams and suggest ways of supporting them for better performance.
- Track project indicators and submit progress reports.
- Coordinate the timely distribution of food security (FS) inputs in liaison with partners in the community and ensure that records are properly kept for accountability.
- Participate in identifying possible partners in implementation, build their capacity and monitor their activities and provide necessary support.
- Work, coordinate and harmonize WR FS/Livelihood activities with State Ministry of Agriculture, Animal Industry, Environment, and UN agencies (FAO, WFP).
- Work and support the Church to ensure it is empowered to participate actively in project activities

from inception to evaluation

- Facilitate surveys and assessments initiated by World Relief and those by UN Food security agencies and other NGOs such as CFSAM, ANLA, and SSSA in Unity State aimed at establishing the food security and nutrition status of the target populations.
- Set up, organize and supervise the distribution activities of the FS projects inputs.
- Receives checks and submits funding requests from POs to Program Manager for approval.
- Check expenditures executed by POs for authenticity and forward to Program Manager for approval.
- Ensures timely liquidation of released funds.
- Analyse the capacity needs of staff under supervision (POs) and partners (Min. of Agriculture staff, CBOs' staff and Church staff) identified for implementation of activities.
- Design capacity building plan for staff in collaboration with Program Manager and Human Resource Manager World Relief.
- Ensures that Project Officers submit quality activity monthly and quarterly reports.
- Prepares monthly, quarterly and annual activity reports for each Food security project in Unity State.
- Ensures the timeliness of the reporting.
- Represents World Relief South Sudan (WRSS) in food security UN cluster coordination meetings.

MINIMUM QUALIFICATIONS

Bachelor degree or diploma in Agriculture or in Development studies with two years field experience

Required Competence & Skills:

- Project development capacity
- Ability to analyze and synthesize
- Capacity to supervise a team
- Organizational qualities
- Good relations with people
- High Flexibility
- Dynamism
- Experience working in diverse cultural settings