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| **TITLE:** Project Officer | | |
| **TEAM/PROGRAMME:** Program Operations/ECHO CASH | | **LOCATION:** Akobo East |
| **GRADE: 5** | | **CONTRACT LENGTH: 9** Months |
| **CHILD SAFEGUARDING: (select only one)**  Level 3:  the role holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | | |
| **ROLE PURPOSE:**  The project officer will oversee ECHO CASH Consortium Project activities for SCI in Jonglei state, Akobo East, Walgak and Bor. This post will play a critical role in supporting the delivery of quality programme implementation through sustained quality managerial advice and review. The project officer will work closely with Consortium Program Manager, Area Manager, and field manager to lead implementation of the project activities and review existing intervention and identify opportunities for new and innovative program delivery mechanism. He/she should promote SCI’s values through various entry points in the project and preserve staff moral and enthusiasm for the project work. | | |
| SCOPE OF ROLE:  **Reports to**: ECHO CASH Consortium Manager  **Staff reporting to this post**: Community Mobilizers  Budget Responsibilities: None  Role Dimensions:   * **Internal:** The job holder will work closely with the project implementing team and directly supervise the work of the community mobilizers recruited for the project. * **External:** The job holder will work collaboratively with the relevant County authorities, CASH Consortium members, Government line departments, CCD network, CWG members and FSL cluster, local and International NGOs and UN Agencies, private sector in the designated field location. | | |
| **Key Responsibilities**  **Implementation**   * Lead the implementation of ECHO CASH activities in Akobo East ,Walgak, Bor, including MPCA, complementary activities (Gender, nutrition, protection) * Ensure that the ECHO CASH project activities are delivered according to SCI's and donors' contractual requirements and that all deliverables are completed within the agreed timescale and budget. * Assist the program manager in setting up program procurement plan, detail implementation * Roll out Consortium harmonized tools and approaches including targeting tools, safety audits, market analysis among others * In collaboration with the relevant stakeholders and communities, organize the identification, registration, and verifications of beneficiaries * Ensure that project staff, communities and partner staff have the required understanding of ECHO CASH project details * Monitor the project implementation plan, procurement plan and phasing plan * Track staff movement in cooperation with supply chain team and safety team * Collect and analyze market information pertaining to MSSMEB regularly. * Participate in operations program review in the area in coordination with other thematic sectors (nutrition, gender and protection) * Identify and address staff capacity building opportunities * Ensure gender is fully considered throughout the project cycle with women being enabled to influence decision-making through the project cycle management   **Program Monitoring:**   * Work closely with the M&E team in developing realistic IPPT and MEAL plan, * Prepare a detailed implementation plan and monthly/weekly plans and ensure the project team adheres to the plan * In collaboration with the M&E Officer, regularly gather evidence and data from projects in the field * Participate in the design and execution of baseline, mid-term and end of project evaluations. * Participate in the documenting lessons learnt, inter/intra cross learning, best practice and case studies to contribute to CVA learning. * Participate in internal coordination and management meetings to promote effective and efficient information sharing and program integration * Ensure early and rigorous implementation of accountability mechanisms * Prepare regular and comprehensive project progressive monthly reports * Ensure all community engagement adhere to CHS or HAP & M&E guidelines;   **Representation and Reporting**   * Represent SCI in CWG, FSL cluster meetings in Akobo East, Walgak * Attend CASH Consortium meetings. * Prepare monthly, quarterly, interim and final reports and submit to the program manager   **Information Management System**   * Support the MEAL in the setting up of agile MIS for the consortium * Lead the data entry in to the MIS | | |
| Behaviours (Values in Practice)  Accountability:   * Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * Widely shares their personal vision for Save the Children, engages and motivates others * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * Values diversity, sees it as a source of competitive strength * Approachable, good listener, easy to talk to.   **Creativity:**   * Develops and encourages new and innovative solutions * willing to take disciplined risks.   **Integrity:**   * Honest, encourages openness and transparency; demonstrates highest levels of integrity | | |
| **QUALIFICATIONS**   * Diploma or certificate in social work, Rural Development, and other related social science. | | |
| **EXPERIENCE AND SKILLS**  **Essential**   * At least three years of experience in FSL, CVA with NGOs. * Training/experience in CVA implementation and facilitation of food security and livelihood program, community development projects. * Well verse with beneficiary targeting and MIS * Ability and willingness to work under pressure as part of a professional team. * Excellent interpersonal skills, including cultural sensitivity, assertiveness and negotiating skills * Willingnes to travel to field in hard to reach areas. * Motivated self-starter, able to carry out work independently but also coordinate effectively as part of a team; * Familiar with local context in Walgak and can effectively navigate challenges in this locations. * Good spoken and written fluency in English and computer literacy (MS Office and email/internet); * Excellent report writing skills   **Desireable**   * Knowledge of the area, socio-culture and local language where the post is located as an added advantage * Practical experience in implementation of CVA in volatile context with proven history of success and results. | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by: Said Muhumed Dolow** | **Date: April 4th April 2023** | |
| **JD agreed by:** | **Date:** | |
| **Updated By:** | **Date:** | |
| **Evaluated:** | **Date:** | |