

JOB ADVERTISEMENT



Position	FLS – Microgrant officer
Number	1
Country; Town	South Sudan, Pibor county-GPAA
Reports to	Project coordinator, In the absence of the reports should go to the PIQC and HoP.
People under Supervision	FSL-Microgrant Assistants, CBOs, Extension Workers, Risk mitigation commission groups.
Other staff interactions	Closely cooperates with all program staff
Department	Programmes
Type of work	Full time
Duty location	Pibor town
Travels:	Frequent visits to Lekuangole, Pibor town, Gumuruk and Vertet
Deadline	15th November 2024

RESPONSIBILITIES

What PAH is about: Polish Humanitarian Action (PAH) is a non-governmental organization dedicated to employing individuals who aspire to make the world a better place. For over 31 years, we have been providing relief in both major and minor emergencies worldwide, while also conducting missions in several crisis-affected countries. Our interventions, encompassing both humanitarian and development efforts, have been implemented in 52 countries to date. We focus on ensuring the sustainable and stable development of regions affected by war and/or natural disasters. We possess extensive expertise in Water, Sanitation, and Hygiene (WASH), and implement projects in Food Security and Livelihoods (FSL), as well as Shelter, Nutrition, and Education.

PAH in South Sudan: Polish Humanitarian Action (PAH) has been operating in South Sudan since 2006, as one of the first NGOs established in Jonglei State. We are a small team of dedicated individuals committed to delivering tangible and sustainable change in the largest, most populous, and most conflict-affected state of South Sudan. Due to the expertise we have accumulated over the years especially in WASH and S/NFI, PAH led the coordination of the Jonglei Sub-national WASH and S-NFI cluster from 2014 to 2021 and 2019 to date respectively coordinating WASH emergency responses with partners to ensure that all vulnerable communities are served during crises. Our priority is to ensure that people have access to clean water and safe hygienic conditions. PAH also provides assistance to internally displaced people and most vulnerable communities, working in the sectors of WASH, Shelter NFI, Food Security and Livelihood, Protection and Education.

Key Responsibilities:

- **Assessment:** Identify and mobilize community members to participate in Community Microgrant schemes within the four Payams of Pibor County-GPAA (Pibor, Verteth, Likuangole, and Gumuruk).
- **Training Materials:** Formulate appropriate training materials in consultation with the Project Coordinator and other cluster partners. Ensure the provision of training to FSL-Microgrant Assistants, sub-implementing partner staff, CBOs and community groups in targeted locations. Topics to include loan management, basic financial systems (book/record keeping and follow-up), and protection mainstreaming aspects.
- **Utilization of Loan Commissions:** Ensure revolving loan commissions are utilized by community groups committees for livelihood-related activities, such as establishing businesses, vegetable growing, nursery beds for edible fruits, and beekeeping.



- **Collaboration:** Collaborate with existing FSL/Nutrition partners to discover pre-existing groups and encourage participation in the community groups approach.
- **Accountability Systems:** Support the setup of accountability systems for regular savings contributions, loan payments, and repayment modalities, ensuring transparent record-keeping and regular audits.
- **Monitoring and Evaluation:** Monitor and evaluate the impact of community groups/CBOs on members' livelihoods and community resilience to disasters.
- **Risk Management:** Support program management in preparing risk management plans and suggesting solutions for unforeseen challenges during microgrant implementation.
- **Beneficiary Targeting/selection:** Design or review beneficiary targeting/selection criteria for microgrants and other livelihood interventions.
- **Reporting:** Write and share reports of field activities as required, keeping proper records.
- **Financial Accountability:** Ensure proper records of field expenditures, timely settlement of advances, and appropriate documentation of field finances.
- **MEAL Support:** Support the development of monitoring and evaluation plans and tools with the MEAL team.
- **Coordination:** Coordinate with FSL national, sub-national, and site clusters, partners, and authorities, attending cluster meetings to share updates.
- **Relationship Building:** Develop and maintain positive relationships with local leadership, authorities, NGOs, UN agencies, and other stakeholders, projecting a positive image for PAH.
- **Procurement:** Ensure timely submission of purchase requests with clear material specifications to aid efficiency and effectiveness in procurement.
- **Standards Compliance:** Follow PAH financial and quality management procedures, ensuring adherence to PAH, FSL Cluster, and humanitarian core standards in accordance with SPHERE and FSL cluster standards.
- **Intergroup Learning:** Facilitate intergroup learning among the four Payams through exchange visits, where each community group/CBOs shares their successes and solutions to challenges.
- **Sustainability and Scalability:** Monitor and support participants to ensure the sustainability and scalability of their new skills and businesses, conducting routine project reviews and sharing lessons learned for improvement.

Main Objectives of the Position:

- **Implementation of Microgrant Programs:** Support the effective implementation of microgrant programs, including community-led loan schemes and community group/CBOs training.
- **Community Mobilization and Training:** Mobilize community members and provide comprehensive training to ensure the success and sustainability of community micro-grant projects.
- **Collaboration and Coordination:** Work closely with various stakeholders, including other sectors, government entities, and community leaders, to ensure integrated and cohesive program delivery.
- **Monitoring and Evaluation:** Continuously monitor and evaluate the impact of microgrant programs on community resilience and livelihoods, ensuring that objectives are met and improvements are made.
- **Risk Management and Accountability:** Develop and implement risk management plans and accountability systems to ensure transparency and effective use of resources.

Performance Metrics:

Program Implementation:

- Number of microgrant programs successfully implemented.
- Percentage of community groups/CBOs established and operational.



- Timeliness and quality of deliverables distributed to community groups/CBOs.

Community Engagement:

- Number of community members mobilized and participating in microgrants schemes.
- Feedback from community members on training effectiveness and program impact.

Training and Capacity Building:

- Number of training sessions conducted.
- Improvement in knowledge and skills of CBOs or community group members as measured by pre- and post-training assessments.
- Lead field assessments and deliver support and take care of implementation together with FSL assistants.

Collaboration and Coordination:

- Frequency and quality of coordination meetings with stakeholders.
- Level of stakeholder satisfaction and engagement.

Monitoring and Evaluation:

- Regularity and comprehensiveness of monitoring reports.
- Measurable improvements in community resilience and livelihoods.

Risk Management and Accountability:

- Effectiveness of risk management plans in mitigating challenges.
- Transparency and accuracy of financial records and audits.

Innovation and Sustainability:

- Number of innovative ideas implemented.
- Sustainability of community groups/CBOs and their activities over time.

Reporting and Documentation:

- Timeliness and accuracy of reports submitted.
- Quality and completeness of documentation for field activities and financial transactions.

EXPERIENCE AND QUALIFICATION

Essential:

- Bachelor's degree in Agro-economics with at least 2 to 3 years of experience in a related field. Masters is an added advantage.
- Good interpersonal skills, adaptability, flexibility, and the ability to prioritize tasks.
- Demonstrated experience in capacity building, project design, and budget management.
- Strong understanding of the South Sudan operational context.
- Ability to work and live in remote field locations with basic amenities.
- Knowledge in community microgrants such as community microgrants, and other vocational technical skills, as well as livelihood knowledge, is preferable. Vocational skills may include, but are not limited to, carpentry and joinery (C&J), bricklaying and concreting (B&C), tailoring, and crocheting.
- Experience in working with and coordinating with the respective line government departments and other stakeholders.
- Strong interpersonal, intercultural, and communication skills.
- Excellent analytical and written skills, and good computer skills.
- Fluency in English, with strong English writing skills.



- Excellent planning and organizational skills.
- Strong computer skills, particularly with Microsoft Office and internet browsers.

Desirable:

- Proficiency in English; knowledge of Arabic and other local languages in Pibor is an added advantage.
- Excellent interpersonal and teamwork skills, with the ability to work with diverse groups and partners.
- Strong initiative and self-motivation, with a commitment to teamwork and the ability to motivate others, even in challenging circumstances.
- Knowledgeable about common standards such as SPHERE and humanitarian principles, and able to disseminate this knowledge to other PAH team members.
- Diverse knowledge in cross-cutting issues, including protection and gender mainstreaming.
- Flexible, enthusiastic, and willing to learn from others.
- Ability to multitask and cope with competing demands under tight deadlines.
- Ability to manage high workloads and stress, prioritize activities and assignments, and adjust priorities as required.
- Ability to establish and maintain good working relationships across different teams.
- Ensure a gender perspective in the scope of work.
- Be a team player and quick learner.
- National female candidates are strongly recommended/encourage to apply.

Application Submission Criteria:

Please send a covering letter outlining how your skills and experience meet the Person Specification along with your CV to Human Resources at recruitment.ssud@pah.org.pl or submit your application to PAH Compound South Sudan Mission near Nile Fortune Hotel; Tomping, Juba - South Sudan.

- Please indicate the position you are applying for in the subject line i.e. ***“Application for the position of FLS – Microgrant officer ”***
- We appreciate your application however; only short-listed candidates will be contacted. If you have not been contacted after the closing date, we regret that your application has been unsuccessful.

