

**JOB DESCRIPTION**

**Job title :** Food Security & Livelihoods Coordinator

**Location :** Juba with regular travel to other States in South Sudan

**Contract Duration:** 3 months, with possibility of extension

**Responsible to:** Emergency Programme Manager, South Sudan

**Responsible for:** FSL team in South Sudan

**Salary and benefits:** ISA, £24,966 gross per annum

**BACKGROUND:**

HelpAge International (HAI) is a global network of not-for-profit organisations with a vision of a world where older people fulfill their potential to lead active, dignified, healthy and secure lives. With over 70 affiliates and 300 partners across more than 50 countries the HAI network brings together hundreds of organisations worldwide. HAI has a secretariat with offices in London and Brussels, six regional centres in Africa (the East, West and central Africa Regional office, of which South Sudan programme is part of), East Asia/Pacific, South Asia, Latin America, the Caribbean and Central Asia.

HAI has a history over 10 years in South Sudan. HAI began its current emergency programme in South Sudan in response to the conflict that started in December 2013. Work began in June 2014 to establish an office in Juba, identify the needs of older people in the three Protection of Civilians Centres and address these needs through the distribution of NFIs, construction of older peoples centres and advocating with NGOs to factor in planning that improves access to services for older people and training of various clusters.

HAI is now looking to expand its work in 2015 to address the needs of older people in outlying areas including Akobo east (Jonglei state), Fashoda and Manyo (Upper Nile) and North Tong (Warrap). Subject to funding these interventions will improve the lives of older people and their families through activities focusing on nutrition, protection and food, security and livelihoods. Interventions will be a mixture of direct work with older people, advocating with other agencies and local capacity building.

**Overall Job purpose**

The Food Security & Livelihoods Coordinator’s main responsibility is to coordinate and lead the implementation of HAI’s FSL programme in South Sudan. This will be through designing interventions, overseeing programme implementation, managing and supporting teams on the ground, conducting training and capacity building of staff including in market assessment, and effectively engaging with relevant NGOs, UN and other agencies and clusters.

S/he will improve FSL of older people and their families through application of range of appropriate approaches and livelihood options and design the programmes on sound and ongoing assessment and analysis of the markets and affected population’s needs, vulnerabilities and capacities. A key role of the successful candidate is to build the capacity of national staff members including capacity to take the role in the longer term.

# Key Duties & Responsibilities

**Programme Development**

1. Develop FSL programming operational procedures, systems and programme guidance.
2. Ensure that the FSL project integrates community approaches, resilience/ recovery/DRR, gender sensitivity and capacity building into all activities as appropriate.
3. Conduct market assessments and livelihood options appraisals at the start of any new work, involving older people and building the local capacity of staff and other members.
4. Participate in overall strategic planning for the HAI South Sudan programme where needed
5. Ensuring close participation of older persons and relevant community orgaisations in design and development of programmes.
6. Development of close cooperation with the target groups and local authorities
7. Actively seek funding opportunities to implement programmes as informed by assessments.
8. Writing concept papers and proposals to various donors.
9. Develop and work with consortiums with other national and international organisations to jointly design programmes, fundraise and lobby/ advocate for the interest of older persons

**Programme Management**

1. Lead the implementation FSL project/s in line with existing HAI programming and operational policies and frameworks and donor regulations
2. Establish and maintain effective work plans, program reporting, monitoring and evaluation (lessons learned) systems for both internal and external use
3. Lead/ participate baseline/livelihoods assessments, and this should guide the development of measurable and achievable indicators that would be reflected in the design of the M&E framework.
4. As the overarching FSL budget holder, be accountable for all aspects of financial & resources management.
5. Design systems and ensure accountability, specifically to older people, local communities, Government, donors and other stakeholders.
6. Ensure that the beneficiary communities are participating as equal partners in the design, monitoring and evaluation of projects.
7. Ensuring that systems for monitoring project activities are developed and implemented
8. Preparation of required reports to the Country Director, donors, Government, as well as quality control of project specific reports produced by HAI’s project personnel.

**Personnel Management**

1. Recruit, manage, train and build the capacity of staff as per programmatic/ operational needs and requirements. Draft or review the JD/ ToR of technical consultants where needed.
2. Ensure, in liaison with the Emergencies Programme Manager, that team members operate in a secure environment and comply with security procedures and policies.
3. Ensuring optimal use of human resources, including promotion of team work and team spirit, securing adequate training of staff and promotion of talented staff

**Representation and Advocacy**

1. Develop and maintain positive working relationships with HelpAge staff, national and local authorities, international and national organisation, as well as technical focal points in food security & livelihoods. Coordinate all planned projects with the international community to ensure consistency with cluster priorities.
2. Use evidence and learning from FSL work to advocate for inclusion of older people in the livelihoods work of other organisations and for longer term social protection systems for the most vulnerable. This may include some training/ awareness building.
3. Staying updated on all relevant political and policy issues related to the country and the region
4. Representing HAI in relevant forums, eg. Clusters, coordination structures with Government, donors and NGOs
5. Coordinating HAI programme activities with national authorities, UN agencies and other national and international agencies/organisations (4 W Matrix).
6. Prepare communication materials (eg. Blogs, photos, case studies, twitter feeds etc) and share with communication teams to profile HAI work in South Sudan, highlight need of older persons and learning from project implementation.

# Person Specification

**Essential:**

* Degree or equivalent experience in sustainable development, international development studies or related field experience
* At least 5 to 7 years of experience in livelihoods and food security interventions.
* Experience of designing and starting up programs, conducting and leading baseline assessments
* Experience of working in complex emergency and insecure environments
* Experience of developing and implementing programmes funded by a range of donors- UN-CHF, ECHO, DFID, OFDA, EU etc.
* Experience in fundraising from various donors
* Significant experience of recruiting and supervising teams, and a proven ability to provide support, guidance and training to local staff
* In-depth knowledge and experience of working with international donors
* Communication and reporting skills (verbal and in writing)
* Co-operative and supportive team player in a cross-cultural environment
* High level of proficiency in English is required

**Desirable:**

* Experience working in South Sudan and/ or other countries in the horn of Africa region.