

act:onaïd Job Description and Person Specification

Job Title:	Emergency Food Security and Livelihoods Project Officer			Somalia Humanitarian Fund Project
Job Posting:	16 May 2022			
Closure Date:	23 May 2022			
Directorate:	Programmes and Policy	Job Family:		
Reports to:	Humanitarian Programme Coordinator	Grade:		
Location:	Somaliland			
Duration	8 Months			
Job Roles				
The Project	Emergency Food and Livelihood to support drought-affected groups in Laas Caanood District is an 8months project funded by Somalia Humanitarian Fund (SHF) on emergency food security and livelihoods. The overall objective of the action is to provide emergency lifesaving support to the drought affected people of Sool region (Laas Canood). The proposed action will target with the urban IDPs that are in IPC 3 & 4 to reduce food consumption gap and pastoral communities living in villages who are struggling for the negative effects of the drought on their livestock. The action will mainly focus on the following • Provision of multi-purpose cash transfer to 7,014 vulnerable people living Adhicadeeye, Farxaskule and Wadajir IDP camps and households with malnourished under five children (SAM and MAM) • Distribution of Water for Livestock - the action will distribute water for 300 pastoral households living in Canjiid (150 HH) and Tuulosamakaab (150 HH) • Distribution of Animal Fodder to 300 pastoral households living in Canjiid (150 HH) and Tuulosamokaab (150 HH) • Provision of cash + emergency livelihoods, targeting 300 pastoral households living in Canjiid (150 HH) and Tuulosamokaab (150 HH).			
Role Overview	The post holder reports to Country Programme Manager and provide quality leadership for the project implementation and coordinate the project activities around the right holders or beneficiaries, the donor, ActionAid, partners, communities, and the relevant government structure to achieve the expected results. S/he will develop workplans, oversee the execution of the project activities in compliant with donor rules, ActionAid policies and procedures, Core Humanitarian Standards as well as local law, meet key deadlines and ensure a smooth project finalization and close out. Identify the project risks and implement the mitigating measures. The Project Officer will oversee quality control throughout the project lifecycle and work to complement and synergize with other projects and programmes.			
Accountabilities				
Key Accountabilities / Responsibilities:	Key Activities			

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AAI Values Practice & Strategy Change Priorities	• Leading Innovation and Change Establish a culture of excellence in respective team that values experimentation and continuous improvement • Feminist Leadership: Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power) • AAI Values Practice: Ensure personal and team culture that demonstrates all of AAI values including Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility.
2. Delivery on Strategic Priorities	<u>Project implementation</u> • Lead and coordinate the key strategic components of the project implementation. • Develop full-scale detailed project implementation plans based on the defined objectives, results, and activities, including scheduling timelines and milestones and communication documents • Undertake community mobilisation meetings and monitor Multiple Cash Paid Transfer (MPCT), water for livestock, provision of fodder, and cash plus emergency livelihoods activities. • Effectively communicate project progress in a clear and timely manner. • Set and continually manage project expectations with team members and other stakeholders, and identify and manage project dependencies and critical path • Develop and coordinate the validation of all strategic and operational project documents. • Provide strategic and operational guidance and support to ActionAid on community specific protection related issues • Provide strategic support to increase understanding and appreciation of changes in project agreements and direction. • Ensure linkage of the project to other AAIS projects and programmes for synergy and complementarity. • Attending Food security clusters meetings on behalf of ActionAid International Somaliland. • Represent ActionAid with the local Authorities, the partners, and the other stakeholders at country level
Resource management	• Ensure cost effectiveness in reviewing and recommending workplans, budgets and giving timely feedbacks. • Ensure that the project resources- financial, human and material are used for the project purpose. • Support to institute and implement cost effective measures to ensure optimum use of resources. • Ensure effective management of project teams as well as individual performance in the team.
Monitoring and Evaluation	• Maintain presence, making direct contact with persons of concern, host communities and local authorities. • Monitor project activities and relationships through regular field missions and reports to ensure they are in line with the project objectives. • Conduct regular visit to rights holders and their communities and document the changes and impact identified • Ensure effective tracking of indicators based on project goals and results • Ensure timely reporting and documentation to improve relationships and accountability to communities, donor and AAIS as per the partnership agreement.

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	- Oversee all financial aspects of the project, including financial reporting and communicate any variation to the plan
Other	Assurance compliance - Ensure strict adherence to the following ActionAid policies: PSEA, - Safeguarding, Child Protection, Procurement, Whistle Blowing, Anti-Fraud, Complaints and Feedback, Transformative Feminist Principles, Do No Harm and Humanitarian Principles - Adherence to ActionAid International staff safety and security protocols - Ensure strict adherence to the grant requirements and policies of the Donor.
Typical People Management Responsibility	
Matrix Manager – (projects/dotted line)	yes
Team Leader	yes
What is the global remit? Operates in:	
Own country	Yes
Key Relationships to reach solutions	
Internal (to ActionAid or team)	Internal and External
Country Team	Staff, Partners and community
Project Manager/Coordinators	Direct Reporting
Programme team	Working Relationship
Person Specification	
Education & Experience	- Bachelor's degree in community development, social sciences or other relevant areas - Minimum 5 years of relevant experience in people-centred humanitarian and development programme and working with NGOs & INGO.
Essential knowledge and skills	- Familiarity with Somalia/Land humanitarian/development context, especially MPCT, protection, and emergency livelihoods - Knowledge on project management cycle - Grants Management Experience - Community development skills - Knowledge of MS Office suites. - Effective time management, conflict management and negotiation skills - Risk Orientation - Capacity building and training skills - Proficiency in English and Somali
Desirable Knowledge and Experience	- Knowledge of Human Rights Based Approach (HRBA) - Knowledge and experience with ActionAid's Contract Management
Organisational Structure (to be inserted by Mubin)	
Country dependent	
Competency Profile	

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Competency	What it looks like
Tact	Ability to handle conflict, confrontation, disagreement and delicate interpersonal situations in such a manner as to solve the problem and sustain positive relationships
Emotionality	Ability to control anger, frustration, tension and nervousness, especially in conflict situations
Reliability	Ability to keep to time and other commitments, deliver on commitments to others
Coping with pressure	Ability to cope with work, time and people pressures
Change agent	Ability to challenge the status quo, promote and endorse change through words and action
Non-conventional thinking	Ability to think strategically and radically to break existing patterns of working
Organizational understanding	Ability to understand the business environment in which one is working
Listening	Ability to listen to the views and ideas of other people, especially those contrary to our own, without undue defensiveness
Communication	Ability to write or speak in a manner that communicates the intended message without hurting other people
Holding others accountable	Ability to hold self and others accountable for delivering growth targets or goals

Signed

Job Holder's signature.....

Supervisor's signature.....

Date:

Date: