Job Description

*A job description is a written statement that describes the employee’s role and responsibilities. The role and responsibilities shall be executed within the NRC framework. The job description facilitates the recruitment process by stating the necessary competencies. It is mandatory for all positions.*

Position: Livelihood & Food Security Assistant

Reports to: Livelihood & Food Security Officer

Supervision of: Community facilitators, Community volunteers, Survey Enumerators.

Duty station: Jos

Travel: 25%

Project number: NGFM2022

Duration and type of contract: 6 Months Renewable

All NRC employees are expected to work in accordance with the organization’s core values: dedication, innovation, inclusivity and accountability. These attitudes and believes shall guide our actions and relationships.

1. **Role and responsibilities**

The purpose of the Project Assistant – Livelihoods and F**ood Security** position is to assist in the day to day implementation of the Food Security project.

Generic responsibilities (max 10)

These responsibilities shall be the same for all positions with the same title. The responsibilities shall be short and essential. Details belong in the Work- and Professional Development Plan.

1. Adhere to NRC policies, tools, handbooks and guidelines
2. Assist with the implementation of the support function portfolio according to plan of action
3. Prepare and develop status reports as required by management
4. Ensure proper filing of documents
5. Promote and share ideas for improvement of the support function

Specific responsibilities

These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus and type of programme intervention. This section shall be revised whenever a new employee is hired or the context changes significantly.

* Together with LFS Officers, the Assistants will be responsible for the implementation of livelihoods and food security activities on the field. -Agriculture, Income Generation Activities, (IGAs), Cash for work (CfW) activities and livestock production and management.
* Support and carry out the registration of project beneficiaries with supervision from the officer
* Conduct livelihoods assessments to determine most viable income generating activities.
* Support stakeholder and partners in training on project beneficiaries.
* Data collection for project monitoring and evaluation.
* Coordinate the food security activities according to strategy, proposals, budgets and plans
* Ensure adherence to NRC policies and donor requirements
* Involve and inform communities and community leaders about the activities
* Coordinate with relevant partners working in the same implementation areas
* Ensure proper archiving/filling of project documents
* Facilitate the distribution of materials and equipment according to procedures
* Prepare weekly progress reports and other documents as required.
* Supervise, train and develop team of good community facilitators, community volunteers, and survey enumerators
* Coordinate with stakeholders and partners in training of beneficiaries on small scale business, income generating activities, CfW, livestock production & management and FFS
* Supervise distribution of materials and equipment are timely and accordance with the procedures
* Involve and inform communities and community leaders about the activities, aim and objective
* Explore and facilitate introduction of new technology, method and approaches in order to improve the quality of the activities

Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

* Strategy and Project Planning: Livelihoods and Food Security Coordinators, Project Manger
* Area Operations: Finance Officer, Logistic Officer, security officer, Access Officers, Protection Officers

Scale and scope of position

|  |  |
| --- | --- |
| Staff: | Non- but will lead Community facilitators, community volunteers, and survey enumerators |
| Stakeholders: | Community leaders, traditional and religious leaders |
| Budgets: | None |
| Information: | GORS, Agresso, and Intranet |
| Legal or compliance: | NRC terms of employment, NRC Security policy, NRC Code of Conduct. |

1. **Competencies**

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

1. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

**Generic professional competencies:**

• Experience from working as a Project Officer in a humanitarian/recovery context

• Previous experience from working in complex and volatile contexts

• Documented results related to the position’s responsibilities

• Some knowledge of English

**Context/ Specific skills, knowledge and experience:**

* BSC, HND Economics, Agricultural Economics, Social Sciences or related
* Work experience from plateau context preferred
* Minimum of two years in related position
* Experience and understanding of Selection, Planning and Management (SPM) of Income Generating Activities (IGAs) both farm and off farm.
* Experience in beneficiary skills trainings and distribution of conditional business grants or small business startup kits.
* Experience in agricultural livelihoods (crop and livestock production), value chain addition and Cash for Work
* Previous experience from working in complex and volatile contexts
* Knowledge of the context in plateau state.
* Ability to work under pressure, independently and with limited supervision
* Highest standard of ethics and integrity
* Ability to work in insecure environments
* Communicating with respects
* Ability to speak one additional local language preferred.
* Candidates from Plateau State preferred,

2. Behavioral competencies (max 6)

These are personal qualities that influence how successful people are in their job. NRC’s Competency Framework states 12 behavioural competencies, and the following are **essential** for this position:

* Handling insecure environment
* Planning and delivering results
* Empowering and building trust
* Communicating with impact and respect

1. **Performance Management**

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

• The Job Description

• The Work and Development Plan

• The Mid-term/End-of-trial Period Performance Review Template

• The End-term Performance Review Template

• The NRC Competency Framework