Job Vacancy Announcement

## Title: Project Officer (2 position)

**Ref No**: NoFYL/039/2022

**Sector:** Program

**Location:** Mogadishu

**Duration:** 1-year renewable

**Closing Date:** 12/11/2022

**Start of Contract**: As soon as possible

**BACKGROUND INFORMATION**

Northern Front Youth League (NoFYL) is an indigenous local NGO based in Somalia.  NoFYL was founded in 1998 as a welfare society by local Somali pastoral youth and women who were committed to improving the living standards and the level of decision making of their fellow pastoral Youth and women. The organization particularly targets youth, women and children, the most vulnerable members of the society; it addresses issues of Education, Camp Management, water and sanitation, campaigns and advocacy, women empowerment through civic education, emergencies interventions and protection programmes. It works with the pastoral communities at large to identify core problems.

**JOB PURPOSE**

Under the overall guidance of the Executive Director and direct supervision of the Project Manager, the Project Officer will be responsible for the implementation and ensuring high quality and timely inputs, and for ensuring that the project maintains its strategic vision and that its activities result in the achievement of its intended outputs in a cost effective and timely manner. The Project Officer will be responsible for designing and implementing the project activities; assisting the Project Manager in preparing quarterly/annual reports on project progress. The project Officer will monitor the project activities on a regular basis, developing and maintaining the MIS of the Project and will be responsible for the collection & analysis of different data in relation to the project activities.

**KEY RESPONSIBILITIES**

* Liaising with Sub National clusters (particularly CCCM, WASH, Shelter, Protection).
* Overseeing implementation of project activities and ensuring quality service provision.
* Monthly reporting and providing regular updates to the respective clusters.
* Provides continuous on the job training for the field monitors.
* Undertake regular field visits to provide technical guidance and supervision as well as regularly monitor the progress of project activities.
* Provide accurate forecasts with BOQs.
* Organize regular project coordination meetings with project team.
* Ensure project implementation is on time, target and budget, using effective systems and tools to reach desired impacts.
* Ensure that the project is implemented in accordance with relevant NoFYL technical guidelines and standards.
* Anticipate and mitigate risks and trouble-shoot any unforeseen challenges during the project implementation.
* Regular update the work plan, output tracker, and other documents relevant for effective project management.
* Where relevant, liaise with donors and work closely with partners on project updates, site visits and other communication.
* Ensure project records and documents (Flat files, beneficiary list, attendance sheets etc) are adequately prepared, compiled and filed according to NoFYL procedures.
* Ensure that project staff understand and are able to perform their roles and responsibilities.
* Plan team movements based on available fleet and applicable policies.

# The position is 100% based in Somalia and due to the nature of the program activities, female candidates are strongly encouraged to apply.

## REQUIRED QUALIFICATION AND COMPETENCIES:

* + Degree or relevant qualification in statistics or science, education, sociology, psychology, gender studies, development or other social science;
  + Excellent MS EXCEL and database management skills
  + Proven experience in the field of project management
  + Experience in CCCM programme is a plus
  + Experience of 3 years as Project Officer in the humanitarian context
  + Good written and oral communication skills in English and Somali;
  + Capacity to facilitate discussion groups and Key Informants Interviews
  + Ability to multi-task and work under pressure;
  + Demonstrate passion and commitment for changing people’s lives;
  + Predisposition to meticulous work
  + Must demonstrate good interpersonal skills;
  + Demonstrated knowledge of the Somali context and language.

## HOW TO APPLY

## Click [here](https://ee.humanitarianresponse.info/x/JaZwVYrL) to apply.

Please note that only short-listed candidates will be contacted. For more information about NoFYL Somalia, please visit [www.nofyl.org](http://www.nofyl.org).

Due to numerous applications we normally received, it may not possible for us to respond to each one of you in the event of your application not successful. If you fail to hear from us in 3 weeks’ time after closure of this advert, just consider your application unsuccessful.

NoFYL IS EQUAL OPPORTUNITY EMPLOYER.