P3.S1.T2 Livelihoods Field Officer Job Description Template

*Source: IFRC Job Description Template, Content has been adapted using several sources.*

*Use this template as a Guide, adapt it according to your programmatic needs and organization structure and procedures.*

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| Job Title | LIVELIHOODS FIELD OFFICER |
| Classification Level |  |
| Organizational Unit *(Department/Zone Office/Delegation, etc)* |  |
| Immediate Supervisor’s Title |  |
| Contract Duration and starting date |  |
| Type of contract |  |

Context

*(Operation and organization context, where the job is located in the Organization, etc.)*

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Job purpose

*(main objectives)*

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Job duties and responsibilities

*(adapt them according to your position requirements, select and modify those that best fit with your needs)*

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| Programme duties and responsibilities * Conduct the implementation and monitoring of all activities, at field level, as laid out in the plan of action.
* Organize and support the running of livelihoods activities in the branches.
* Manage the effective and proper use of assets, financial resources and facilities according to standard procedures in order to comply with auditing requirements.
* Support beneficiary’s identification and selection processes together with Branch Livelihoods Teams.
* Active participation in field assessments (logistic organization, identification of needs, monitoring)
* Assist in the registration of target families at branch level working closely with Branch Livelihoods Teams to ensure data is collected and recorded within the livelihoods programming to be implemented
* Make field arrangements for planned visits to project locations
* Assist Livelihoods Officer/Coordinator in the preparation of all documents and forms necessary for the implementation of the livelihoods project.
* Coordinate (or assist Branch Livelihoods Teams in coordinating) activities with local authorities, international community members, other implementing actors and partners at the local level.
* Maintain coordination and appropriate information sharing and communication lines with partners and stakeholders at field level to avoid duplication and maximize synergies.
* Regularly monitor project activities and provide timely inputs and feedback to the Livelihoods Officer/Coordinator.
* Follow up with Branch Livelihoods Teams on the complaints from the beneficiaries and communities and keep a record of them
* Facilitation of (or assist in the facilitation of) trainings for Organization staff and volunteers and beneficiaries when needed
* Set up (or assist to set up) a clear beneficiary follow-up mechanism and ensure that appropriate follow-ups are made to support beneficiaries.
* Compile and submit regular project updates
* *(other)*
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| Other Tasks* Apply Standard Operating Procedures (SOPs) in Finance, Human Resources Management, Procurement, Logistical services.
* Provide translation/interpretation support to the Livelihoods Delegate, and other administrative, organizational and bureaucratic support as required.
* Any other tasks as may be required for operational support directed by the line manager or designate
* *(other)*
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Duties applicable to all staff

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| 1. | Actively work towards the achievement of Organization goals  |
| 2. | Abide by and work in accordance with the Organization principles |
| 3. | Perform any other work-related duties and responsibilities that may be assigned by the technical manager |

Position Requirements

 *(adapt them according to your position requirements, and define if each point/item is required or preferred to the position)*

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| Education | Required | Preferred |
| Educated to university undergraduate degree level in a relevant field |  |  |
| Livelihoods or/and Livelihood Sustainable Framework training |  |  |
| Cash transfer programming training |  |  |
| Relevant educational and/or professional backgrounds in either rural/agricultural and/or urban (e.g. income generating activities, small enterprises, micro-finance, vocational training) livelihoods fields is preferred |  |  |
| Implementing Organization intern courses (or equivalent knowledge)  |  |  |
| Experience | Required | Preferred |
| Previous humanitarian experience with the Organization, INGOs, or UN |  |  |
| Previous overseas experience within the Organization |  |  |
| Previous experience in the same position |  |  |
| Proven field experience in working in similar contexts |  |  |
| Experience in implementing and monitoring livelihood programmes. |  |  |
| Experience in implementing agriculture and income Generating Activities |  |  |
| Experience in CTP (cash transfer programmes) and markets assessments |  |  |
| Experience in implementing vocational training projects |  |  |
| Experience in HEA/HES assessment approaches |  |  |
| Proven experience in managing and supporting staff |  |  |
| Experience in monitoring progress of planned programmes and reporting on programme activities in a timely and professional manner |  |  |
| Experience in developing systems to monitor the appropriateness, effectiveness and impact of livelihood programme interventions |  |  |
| Experience in preparing project proposals including budgeting and writing narrative and financial reports |  |  |
| Experience in working with local governments and within an NGO context |  |  |
| Experience communicating with beneficiaries |  |  |
| Experience in training people |  |  |
| Knowledge and Skills | Required | Preferred |
| Skills in livelihood assessments and project implementation using participatory methodologies |  |  |
| Sustainable agriculture production and Natural Resource Management knowledge  |  |  |
| Good understanding of project cycle management, including developing implementation plans and monitoring systems and ensuring project activities are implemented to a high standard in a timely and professional manner |  |  |
| An understanding of basic administration, finance and logistics |  |  |
| An understanding of monitoring and reporting  |  |  |
| Knowledge of <Organization> and <Organization>’s financial, logistics and project management tools |  |  |
| Presentation skills, and capacity to deliver appropriate and relevant trainings to a target audience |  |  |
| Communication, analytical and reporting skills |  |  |
| Ability to work in a cross-cultural and cross-functional environment |  |  |
| Ability to work independently and under pressure in a responsible manner |  |  |
| Problem solving abilities |  |  |
| Dedication, commitment and integrity |  |  |
| High motivation for improvement and ability to deliver in a challenging environment |  |  |
| Computer skills (Windows, MS Office, Internet, etc.)  |  |  |
| Computer skills including email and internet use |  |  |
| Knowledge of data and database management, GIS, Mobile Data Collection |  |  |
| Willingness and aptitude for humanitarian field work, and availability to travel at short notice, including overnight stays when required. |  |  |
| Valid driving license for light vehicles and trucks |  |  |
| Languages | Required | Preferred |
| Fluently spoken and written in <specify language or languages> |  |  |
| Ability to provide translation and interpretation services as requested |  |  |

Application

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| **How:** send a mail to <name@organization.org> Organization’s website, etc.**Required documents:** CV, motivation letter, certificates, etc.**Deadline:** <day>from <month> of <20XX> at <hour> hours (Time of <time zone>). |

Sign off by

*(Line Manager, Technical manager, Human Resources, etc.)*

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| Name/Position: |  | Signature: |  | Date: |
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