

JOB DESCRIPTION

FOOD SECURITY AND LIVELIHOODS OFFICER

Cesvi, established in 1985, is a secular, independent non-governmental organization, working for global solidarity and operating in the international cooperation and aid field. In the values guiding Cesvi, the moral principle of human solidarity and the ideal of social justice are transformed into humanitarian aid and development. Today, Cesvi is directly present in more than 20 Countries with around 100 projects per year, aiming to serve the most in need. Cesvi's sources of funding are institutional donors (e.g.: UN Agencies, EC DG-ECHO and INTPA, Governments' cooperation Agencies) and private donors (individuals, corporations and foundations).

JOB TITLE

Livelihoods & Food Security Officer – Tehran, Iran

DUTY STATION

Tehran, Iran (with travel to areas within Iran where CESVI operates when requested)

DURATION

Six months, with possible extension (3 months' probation)

REPORTING LINE

The Livelihoods & Food Security Officer will work under the supervision of program Coordinator, the LFS expert and in collaboration with the Head of Mission.

SCOPE OF POSITION

The Livelihoods & Food Security Officer is responsible for the daily technical planning, implementation, supervision, monitoring, and reporting of livelihoods & food security activities, and for ensuring proper coordination with stakeholders.

KEY RESPONSIBILITIES AND DUTIES

1. Technical planning, supervision and monitoring of the field activities

- Provide relevant technical guidance to design and deliver livelihoods assessments including market analysis, socioeconomic assessments, food security assessment, value chain, institutional mappings, etc.;
- Assess current livelihoods programs in the country and relevant studies on LFS issues related to Afghan refugees;
- Provide overall technical expertise and management of all livelihoods and agricultural-related activities.

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- Maintain regular communication and coordination with community members, beneficiaries, relevant actors and stakeholders, local authorities and partners;
- Contribute in preparation of relevant documents including donor proposal and reports, Standard Operating Procedures (SOP), agreement, etc;
- Local partner staff capacity building: Oversee capacity building of the project team;
- Monitor the conformity of the field works (trainings, field visits, meeting, etc...) as per the agreed activity planned, BoQs and contract and as per the predefined schedule;
- Document field achievements, innovations, failures, and lessons learned to integrate into project activities and inform project strategy;

2. Stakeholder coordination

- Coordinate with local authorities and ensuring continuous communication with beneficiaries, agriculture department and communities' representatives;
- Support in building relationships between CESVI, local partners, district authorities, agriculture department and communities;
- Participate actively in livelihood coordination meetings

3. Data collection and reporting

- Regular field visit, monitor, document and report work progress to the FSL Project Manager on daily and weekly basis.
- Ensure that data from the field is correctly filled in and shared in the right formats, including inputting to the Cesvi and Consortium database;
- Draft, review and provide technical feedback on livelihoods reports and proposals.
- Provide support in quarterly and annual reporting for the Consortium and for the Donors.

4. Administrative tasks

- Ensure that technical and administrative support is provided to the project implementation activities including workshops and trainings;
- Logistical planning of distributions and other field activities (procurement, transport, cash advance etc.).

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

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QUALIFICATIONS:

- University degree in a relevant field: Agronomy, Development Studies, Agricultural Economics or Socio-Economic Development, Business Administration or another relevant field is required.
- Master's degree is desirable.

PROFESSIONAL EXPERIENCE:

- Minimum of 5 years of job experience relevant in a comparable environment with nongovernmental organizations, social enterprises or international institutions in sector relevant to livelihoods (micro and small enterprises, microfinance, employment, entrepreneurship, local economic development, agriculture, livestock, vocational and technical education and training, etc.)
- Knowledge and understanding of main donors' rules (e.g.: UN agencies, INTPA, ECHO)

SKILLS AND COMPETENCIES:

- Proficient in computer skills particularly Microsoft Office
- Excellent oral and written English and Farsi language. Dari desirable
- Good knowledge of refugee context in Iran and Afghanistan
- Good reporting skills
- Excellent personal organizational skills, including time management, and ability to meet deadlines
- Ability to work in a team, and collaborate with partner organizations
- Flexible and with a positive attitude

SAFEGUARDING

Cesvi has a zero-tolerance approach to any harm to, or exploitation of, a child or a vulnerable adult by any of our staff, related persons or partners.

Cesvi commitment to being a safe organization begins with the staff recruitment process which includes meticulous checks, such as criminal records checks or check disclosure of previous convictions, to ensure children and vulnerable people are safeguarded and abuse is prevented. Safeguarding checks are part of the selection process performance.

APPLICATION PROCESS:

Interested applicants for the position should send a CV and motivation letter in English to annauberti@cesvi.org

Closing date: **May 10, 2024**