

Livelihood Assistant at International Rescue Committee (IRC)

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Job Description

The International Rescue Committee is a global humanitarian aid, relief and development nongovernmental organization.

Summary

The Livelihoods Assistant will support the Senior Program Officer in achieving the project's goals. S/he will collaborate with other program staffs to implement IRC livelihood interventions that include cash transfers. The position holder will be responsible for all aspects of program delivery which can be conditional or unconditional cash transfer or in kind depending on the context.

Specific Responsibilities

Support the Senior Program Officer in the development of detailed Cash Based Program Guidelines/Standard Operating Procedures for both conditional and unconditional cash grants.

Strengthen the financial transfer delivery systems built for IRC drought response, ensuring that SOPs in place and followed.

Assess and enhance Cash Transfer Systems and Approaches on a continuous basis, drawing on experience and lessons learnt from previous IRC Cash Transfer projects.

Use technical knowledge and skills to implement the delivery of cash-based programs in the host community. Identify and recommend solutions to cash-based technical issues as soon as possible. Prepare Purchase Requests for program supplies/activities and work with the Supply Chain and Finance team to complete field procurement as directed and authorized.

Participate in the process of identifying beneficiary communities/targeting based on robust and participatory criteria, as well as supporting other cash transfer program staff. Ensure that appropriate community messages are communicated to beneficiaries, local government partners, vendors, non-clients, and other key players.

Ensure that beneficiary feedback and response mechanism (BFRM) activities are carried out, as well as serving as the field focal point for the BFRM data base. Maintain respectful and constructive relationships with clients and partners.

Support in the collection of data, conduct pre and post distribution assessments, and provide input for the development of concept note/proposal for cash transfer projects.

Monitor progress against the grant work plan, identifying any current or potential delays as soon as possible.

Contribute to IRC and donor reporting on grant activities, indicators, and achievements on a weekly, monthly, quarterly, and annual basis.

Assist his/her supervisors in ensuring that all monitoring activities, including systematic and timely data collection, are fully documented as required by the grant and for IRC M&E purposes.

Train community facilitators & enumerators under his/her supervision, and others (if any) on cash transfer programming (CTP).

Represent IRC in County Steering group, Cash working group, Livelihood Sector, and other Cluster meetings.

Comply with all IRC safety and security procedures and contribute to security monitoring to enable and promote a safe and secure environment for program implementation.

Perform any other duties and responsibilities assigned by the supervisor or designate.

Qualifications

University degree in Business Administration/Management, Commerce, Community Development, Enterprise Development, Economics, International Development, Finance, or any other relevant field with demonstrated experience in livelihoods/Cash based programming preferably with an International NGO.

Excellent command of the most common methodologies to identify, assess and monitor livelihood activities.

Experience working with marginalized communities/rural livelihoods

Experience in handling complaints and establishing response mechanisms in relation to stakeholder information.

Personal qualities: Works well and promotes teamwork, flexible and able to handle pressure well.

Experience in humanitarian work

Excellent oral and written communication skills.

Strong organizational and interpersonal skills.

Computer literate (Microsoft office and other end user applications).

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