

Job Description

Position Title: Shelter Officer (1 Position)

Location: Bokkos LGA Plateau State, Nigeria

Report to: Program Manager

Background:

Justice Development and Peace/Caritas (JDPC) is one of the seven commissions of the Catholic Archdiocese of Jos registered with CAC as **Social Justice and Human Development for Peace Initiative**. This Commission is responsible for social development activities in the Archdiocese. Though the JDPC is an organization within the Catholic Church its activities do not benefit only Catholics or Christians. The *JDPC serves all Humanity regardless of religious or ethnic affiliation*. It is involved in different aspects of human development, these include: Democracy and Good governance, Civic Education, Agriculture, Rural Water Supply, Human Rights/Legal Aid, Street Children, juvenile delinquencies (Under the Care for Children Programme, Prison Ministry, Women Empowerment and Peace Building.

● **Summary of the situation in Bokkos**

Bokkos LGA is located in the central part of Plateau State with a projected population of 264, 100 people. For over 10 years, Bokkos LGA has been plagued by sustained killings, resulting in the death of hundreds of people and the destruction of houses and farmlands, leaving a trail of devastation and despair in its wake as many have forcefully left their ancestral land to leave as IDPs in neighboring communities. The sustained attacks on Bokkos over the past decade have had far-reaching implications on farmers as they are unable to tend to their crops, herders fear venturing into the fields with their livestock, and market traders struggle to make ends meet in an atmosphere of fear and insecurity. Proficient agricultural experts to revive and bring to stability the once-thriving economy of Bokkos will be of utmost importance.

About the Project

CRS and JDPC Jos proposed a 6-month integrated emergency response project to conflict-affected individuals in Bokkos LGA, Plateau State, North Central Nigeria. The project is funded by LDSC and will target the most vulnerable conflict-affected individuals in the areas of water sanitation and hygiene, agriculture, and shelter. We are looking to fill the position of WASH Officer, which will report to the JDPC program coordinator and have a technical reporting line to the CRS infrastructure and hygiene Promotion program managers.

Specific Responsibilities:

Generic responsibilities

- Assist with the implementation of the support function portfolio according to plan of action.
- Prepare and develop status reports as required by management.
- Ensure proper filing of documents.
- Promote and share ideas for improvement of the support function Responsible for: assessment, project planning, implementation, and monitoring for rehabilitation activities.
- Produce reports on weekly, monthly and require base as well.
- Development of holistic and needs based programmes, including cash-based interventions and marked based programmes.

Specific responsibilities

- Conduct Technical need assessment for shelter rehabilitation.
- Develop technical bills of Quantities for shelter rehabilitation.
- Assessment on site. Village assessment; identify needs and resources, shelter type, data on returnees/ IDPs.
- Identify Vulnerable families leaving in rent apart and identify the landlord of the identified families.
- Follow up to understand cost of rent for each identified vulnerable families leaving in rented apartments.
- Beneficiary selection. Identify vulnerable families eligible for shelter assistance according to established selection criteria.
- Delivery on site. Shelter package according to the plan and on time clearance. Provision and completion of all field related forms, contracts and retain in profile. Responsible for quality maintenance of shelter and latrine in target area
- Remain updated on technical and legal considerations (national laws, standards, and codes)
Coordinate the material loading, transportation, and delivery with logistic and warehouse assistant.
- Monitoring to ensure that: All program data are accurately collected and reported.
- the quality and quantity of construction material is distributed to the project participant's families, Is correct and according to the delivery plan.
- The shelter rehabilitation up to completion and occupancy respects the activity plan and deadlines.
- Monitor shelter rehabilitation activities within the agreed timeframe.
- Participate in field missions, shelter activities monitoring, and technical assistance to project participant.
- Maintain shelter beneficiaries' documentation both on field and office levels and on its profiles.
Beneficiaries and community workers training regarding shelter.
- Document and Report stage of completed shelter rehabilitation works to CRS infrastructure program manager.
- Any other tasks as assigned by the immediate superior.

Generic professional competencies:

- Be ready to work in complex and volatile contexts.

- Documented results related to the position's responsibilities.
- Some knowledge of English language
- Knowledge of cash-based interventions and market-based programmes.

Context/ Specific skills, knowledge, and experience:

- Bachelor's degree in civil engineering or related field.
- At least 2 years of working experience shelter and or engineering construction.
- Excellent communication skills.
- Excellent computer skills
- Some understanding of the local language commonly spoken in Bokkos LGA of Plateau state.

Required Travel: 100% vehicle travel to project sites, preferably staff is based in the site.

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.