

Terms of Reference

Project Liaison – Juba, South Sudan

The Roméo Dallaire Child Soldiers Initiative

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| Job Title | Project Liaison – South Sudan (full-time) |
| Reports to | Project Manager |
| Job Location | Juba, South Sudan with national travel |
| Contract Duration | 1 year with possibility of extension depending upon performance and funding |

About the Dallaire Initiative:

The Roméo Dallaire Child Soldiers Initiative (Dallaire Initiative) was established in 2007 by retired Lieutenant-General the Honourable Roméo Dallaire, former Force Commander of the United Nations Assistance Mission for Rwanda (UNAMIR). Our mission is to develop new strategies and tactics to progressively end the recruitment and use of child soldiers.

In April 2018, the Dallaire Initiative was awarded funding from Global Affairs Canada for a three-year project to carry out critical work in South Sudan. The *Child Rights Upfront Approach for South Sudan* project aims to prevent the recruitment of girls and boys in South Sudan through the following activities:

Supporting the Peace Process

Support the overall peace process by making the prevention of recruitment and use of child soldiers a priority.

Strengthening Security Sector Actors

Improve the knowledge and skills of security sector actors (UNMISS and national forces) to prevent the recruitment and use of boys and girls as soldiers.

Building the Capacity of Civil Society Organizations

Strengthen the application of child protection strategies of civil society and communities to protect at-risk boys and girls from being recruited as child soldiers.

Entering the second year of the project, the Dallaire Initiative is recruiting an experienced Project Liaison to coordinate and facilitate relationships with key partners (government, security sector, and civil society) and to help meet project goals.

Overall purpose of the job

The Project Liaison will be responsible for serving as a voice and link to national and international partners, coordinating and ensuring smooth implementation of programme activities and operations. They will represent, on a daily basis, the project in South Sudan to key stakeholders and will establish and manage relationships with security sector actors, NGOs, international development agencies, and government. They will also work with the project team on reporting activities and achievements in donor reports, presentations and other written project communications.

They will work under the line management of the Project Manager to ensure the agreed targets and objectives of the project are met in a timely manner. The Project Liaison will be based in Juba, South Sudan with travel requirements throughout the country (when possible). They will ensure programming is relevant to the highly fluid security and political context.

In order to carry out these duties successfully, they will be required to continuously evaluate situations and be able to address complex problems while maintaining professionalism, flexibility, and situational awareness.

Main Duties and Responsibilities

Relationship Development and Management:

1. Working closely with the Project Manager, the Project Liaison will take responsibility for developing and maintaining partnerships with security sector actors, government officials, NGOs, UN offices, and civil society organizations;
2. Represent the project and organization at key meetings with the Project Manager;
3. Identify entry points to create dialogue with the African Union, the IGAD and the CTSAMM, all which are key actors in the peace process;
4. Coordinate meetings with South Sudanese government officials, and state and non-state armed groups;
5. Represent the Dallaire Initiative with integrity and respect for the work we do and people we engage with on a daily basis. Model our core values, particularly transparency, accountability, collaboration, partnership, and equality. Our organization enjoys a high profile and liaises daily with high ranking officials in countries around the world. As such, we trust the Project Liaison to represent the Dallaire Initiative as a non-partisan and independent organization, whether when travelling on official business with the Initiative, training participants, or engaging in discussion or debate in online fora;

Political Advisory and Assessments:

6. Monitor the political, economic, and social environment in the area, as well as the progress of the peace process, and provide timely briefs to the Project Manager;
7. Report regularly to the Project Manager on the security situation and assist in the development of security procedures relevant to the context;
8. Identify and assist in the review of existing documents, doctrines and policies for security sector actors that relate to prevention of the recruitment and use of child soldiers;

Project Management Support and Reporting:

9. Support the coordination of activities across project pillars, ensuring project activities are streamlined;
10. Support the implementation of monitoring and evaluation mechanisms to ensure timely documentation of outputs, outcomes and lessons learned;
11. Complete weekly project update reports (sitreps), and perform other reporting as required;
12. Assist the Project Manager and Child Protection Advisor (CPA) in maintaining an office presence in Juba (including assistance with registration);
13. Treat colleagues with kindness and respect and help to maintain a workplace that is free from any form of harassment or discrimination.

Skills, Knowledge and Experience Requirements

- Strong knowledge of children's rights frameworks, peace processes, and security sector reform;
- Proven ability to forge strong working relations quickly and gain the trust of local partners and counterparts such as with the security sector, humanitarian agencies, local and international organizations, and donors;
- Experience with the management of effective collaboration between partners and stakeholders, including those with differing agendas;
- Experience working with large-scale donor funded projects, and reporting on project impact and activities;
- Strong analytical, written and oral communication skills, including the ability to conceptualize and clearly synthesize information;
- Proven ability to manage competing priorities and meet multiple demands under tight deadlines;
- Demonstrated planning and organizational skills, and experience working with minimal supervision;
- Ability to be flexible and use excellent judgement in challenging environments.

Additional Requirements

- Willingness to work from the project office located in Juba, and to travel within South Sudan;
- A minimum bachelor's degree but preferably a post graduate degree in a related area;
- Fluent written and spoken English;
- Proficiency in Microsoft Suit – Word, Power Point, Excel etc.;
- Readiness to work long hours, on weekends or on public holidays when reasonably required.

To Apply

Please submit a writing sample (maximum 3 pages) and CV (maximum 3 pages) to mary@childsoldiers.org by 17:00, Thursday, May 2, 2019.