



Term of Reference CCCM Protection Project Officer

Position: CCCM Protection Project Officer

Location: Roving – National

No of vacancies: 1 vacancy

Reporting to: Project Manager

Duration: 5 months (renewable) – Starting on April 1st 2019

Date of Issue: 18-Mar-2019

Date of Closure: 04-April-2019

Approved
[Signature]
18 MAR 2019
JUBA STATE

1 Organization Description:

ACTED (Agency for Technical Cooperation and Development) is an international NGO founded in 1993 and headquartered in Paris. Its activities range from emergency relief to development projects. ACTED South Sudan is currently looking for one (1) qualified candidate for the position of Protection CCCM Project Officer for its CCCM activities across South Sudan.

2. Responsibilities:

a) Supervision of protection activities in Juba CCCM Mobile Team

- Support Project Manager in the implementation of activities
- Follow-up and report of activities
- Supervision and support of the CCCM Mobile Team staff
- Support in the realization of training package
- Assist the project manager in the monitoring of the project
- Assist the project manager with community relations and mobilization
- Support the organization and the promotion of meeting, trainings and events
- Drafting coordinated plans and activities with the Project Manager to support the implementation of the project in a timely manner
- Preparing work plans for various elements/components of the project on a yearly basis under the guidance of the Policy manager
- Monitor progress on regular basis and give suggestions to the Project Manager
- Information management
- Furthermore, the CCCM Protection Project Officer be asked by their supervisor to perform any related duty.





Qualifications:

- Proven experience in protection project of at least one year
- Availability to work in the PoCs
- Furthermore, the outreach workers can be asked by his supervisor to perform any related duty.
- The Employee acknowledges to know ACTED's Charter and Regulations and compromises to act accordingly.
- Strong problem solving, analytical, reporting and communication skills
- A demonstrated ability to multi-task, prioritize and process information into action.
- Ability to work with Microsoft Word, Excel, Power Point and Outlook.
- Fluency in English (Oral and Written). Knowledge Arabic language is an asset

I have read and understood the job description and I agree to perform the duties stated herein to the best of my ability. This job description can be updated during the time of the contract.

APPLICATIONS:

Please hand in a CV and cover letter detailing how your experience and skills match this position description to the ACTED Main office in Hai-Cinema behind concord hotel not later than **April 4th by 5:30PM** or email juba.hrofficer@acted.org

Note: applications will not be returned so apply using your copies of documents and only shortlisted candidates will be notified. Also indicate the post you applied for clearly on your envelop, your contact and name

