



JOB ADVERTISEMENT

Project Liaison Officer

Starting date: October 2018

Deadline for applications: 1st October 2018

Number of Positions Available: 01

Place of work: Torit

Weekly hours: 40

Contract duration: 12 Months (3 months' probation)

Working Day/time: Monday – Friday (08:30 AM – 05:00 PM)

Salary : According to HI salary policy – non negotiable

Background

Humanity & Inclusion (HI) has been operating in South Sudan since 2006 with its former name as Handicap International, implementing emergency and development actions aimed at improving protection, quality of life, and the promotion of rights of vulnerable individuals, including people with disabilities; persons with mental health issues; survivors of Sexual and Gender Based Violence (SGBV); Elderly Persons in need (EPN), and Orphans and Unaccompanied Minors. HI's current operations are centered in POC and IDP sites outside Juba city; as well as the host communities of Yei and Yambio in Central Equatoria and Torit in Eastern Equatoria, with the Country Office based in the capitol of South Sudan, Juba. Since 2016, HI has been operating an emergency mobile (or flying) unit responding to the needs of people with MHPSS (Mental Health & Psychosocial Support) needs and disabilities in the greater Upper Nile, Unity and Jonglei states. Overall, about 50,000 direct beneficiaries (people with disabilities and other most vulnerable) are being targeted through MHPSS and Livelihood projects, with a strong emphasis on mainstreaming disability inclusion. HI current programs are funded by ECHO, DFID, MOFA Luxembourg and SSHF –South Sudan Humanitarian Fund- among other donors. As part of its 2019-2020 strategy, HI South Sudan is prepositioning to rejuvenate programming in Protection, and to expand its program interventions in Health (MHPSS), Education in Emergency (EIE) and Food Security & Livelihoods (FSL).

In 2018, HI program activities include;

- Protection program in Juba PoC and Urban Juba Camps, psychosocial support and targeted assistance to persons with specific needs.
- An emergency flying team providing MHPSS, rehabilitation, and inclusion services across the country
- A Victim Assistance project based in Juba and Yei including rehabilitation and livelihood activities
- A new Inclusive Mental Health & Psychosocial Support project in Yei, Juba, Torit, and Yambio providing mental health and inclusion activities and services, working with beneficiaries and service providers.

This Project

This project is collaboration with the DFID Humanitarian and Resilience Program in South Sudan (HARISS). The aim of the HARISS program is to provide life-saving support to the women, men, and children of South Sudan and enable them to cope with the onset of new shocks. The HARISS program works to ensure that quality programming reaches those that need it the most. The HI project will ensure that the most vulnerable individuals are able to access and benefit from these services.

Job Purpose

Under the overall responsibility of the Deputy Project Manager, and in close collaboration with the Mental Health and Inclusive Humanitarian Response project Team staff, the Project Liaison Officer will provide key support to the Deputy Project Manager and Project Manager based in Juba in the implementation of the Mental Health and Inclusive Humanitarian Response project activities in Torit. S/he will work with partners, counterparts and stakeholders in ensuring project outputs are of the highest quality and that expected results are achieved in a timely and efficient manner.

HIERARCHICAL RELATIONSHIPS

Line manager: Deputy Project Manager

Key Responsibilities**Project assessments, planning and implementation**

- Responsible for the implementation, monitoring, follow up and reporting on project advocacy activities that include trainings, workshops, facilitation and data collection in the field site
- Formulate a monthly schedule for monitoring and evaluation of psychosocial and inclusion activities in the stipulated areas and conduct monitoring field visits.
- Liaise and provide support to the team, especially with regards to weekly reporting mechanisms and the production of monthly reports.
- Support Counsellor and PSS Workers for the organization of community based MHPSS trainings for selected community members and community mobilisers in field locations.
- Provide guidance to the community mobilisers on community based MHPSS activities including identification, referral and follow up.
- Assist in the identification of gaps and opportunities for MHPSS and share in meetings with the Deputy Project Manager.
- Ensure maintenance of confidential documentation and records of all MH and psychosocial and inclusion activities done.
- Collaborate with other agencies on the ground and participate in coordination meetings on behalf of HI and in the interest of the beneficiaries.
- Coordinate safe custody of items and equipment on the ground including maintaining an up to date inventory, if need be.
- Be on the lookout for MHPSS and inclusion related empowerment areas in the interest of beneficiaries implementing new coordinated developments accordingly in the plan of action.
- Participate in quarterly review, networking meetings, etc

Développement of Tools and approach

- Contribute to the finalization of the methodology and tools for the participatory assessment of factors of discrimination within the HARISS program at institutional, program, service delivery and community level based on your experience.

Capacity building

- Establish a monitoring and evaluation system, regarding psychosocial activities, in coordination with the Monitoring and Evaluation Officer.
- Respond to request for information from Deputy Project Manager HI departments, and coordinate the development of further project proposals based on emerging and identified needs in the psychosocial domain in Torit.
- Ensure that beneficiaries and partners are aware and comply with HI protection policies including the code of conduct and PSEA policy –Prevention of Sexual Exploitation and Abuse.

Documentation and reporting

- Provide monthly financial report to the Deputy Project Manager to ensure indicators achieved in line with the Monitoring and Evaluation tool developed.
- Regularly reporting on the activities of the DFID program (activity reports, meeting minutes, attendance sheets, indicator reporting, review weekly and monthly objectives, etc.) in compliance with M&E tools as per requested by the Deputy Project Manager for Disability Mainstreaming in Humanitarian Action
- Follow-up and update capacity building and sensitization plans based on the identified needs, interest and feedback
- Assist in writing monthly, quarterly, annual reports, monitoring and evaluation activity and progress reports of project activities including monthly reporting to the Deputy Project Manager

Representation

- Maintain a positive image of Humanity & Inclusion at all times and in all circumstances
- Representation of the disability and Inclusive MHPSS approach as per program strategy within all kind of coordination meetings (Government meetings, clusters, working group, as relevant) when needed
- Representation of HI towards local authorities and local associations upon request
- Attend coordination meetings, working groups and travels to field locations implement and monitor the activities

Administrative functions

- Participate in preparation of procurement plans and initiation of procurement process as well as delivery of supplies and IEC materials to beneficiaries.
- Preparation of basic casual contracts, monitoring of attendance, and preparation of casual payment paperwork for approval by Deputy Project Manager.
- Any other duties and responsibilities assigned by the Deputy Project Manager or Project Manager that is within the post-holder's expertise and experience.

Note: This job description is not exhausted and the staff member may be asked from time to time to perform duties over and above those described here. The staff member is also expected to maintain confidentiality of all beneficiaries and internal information at all times.

As an employee of Humanity and Inclusion, all staff is required to guard against any abuse of authority. In no circumstances should he/she profit from his/her situation in order to divert assistance from its final destination or obtain favors of any nature (notably sexual).

The employee must show respect and consideration towards his/her contacts (beneficiaries, partners, colleagues...), with particular attention for people in vulnerable situations. In no circumstances should he/she commit an act or adopt behavior liable to injure one of his/her contacts either physically or psychologically, or cause him/her harm of any sort.

Eligibility/Qualifications to Apply

- Applicant should possess a South Sudan national ID.
- University degree in Psychology (clinical and counselling), Social Work, Anthropology or a related field from an accredited academic institution with 2-3 years of relevant professional experience.
- Professional accreditation from a recognized psychological or counselling association-society a distinctive advantage
- Experience in project cycle management, especially with experience in project management
- Experience in designing, managing psychosocial support programmes in emergency situation;
- Experience in providing psychosocial support in emergency situation;
- Experience in a complex humanitarian emergency or post-conflict environment;
- Fluency in written and spoken English is mandatory, Arabic is desired
- Strong interpersonal and intercultural skills
- Capacity to work respectfully and successfully with people with disabilities
- Strong communication, presentation and reporting skills
- Strong organizational skills
- Strong computer and IT skills

Observe and respect and promote HI's protection Policies

HOW TO APPLY

Qualified candidates are invited to submit their applications (**CV and Cover letter-** clearly state the address, contact information and position applied for) before **5:00 PM** on **1st of October 2018** through physically or email to: recruitment@southsudan.hi.org

Humanity & Inclusion
AVSI Compound, Hai Longute

Or
Hai Malakal, plot No 83, Block AXIII
Juba, South Sudan.

Name of the position applied for must be written on the email subject or on the envelope

Application documents, once deposited will **not be returned** to applicants. Applicants are advised **not to include any original documents** in their application. Federation HI will **not be held responsible** for the loss of such documents.

Due to the expected volume of applicants, **only shortlisted** candidates will be contacted. If you have not heard from the employer in two weeks from the closure date of this Vacancy Notice please consider your application as unsuccessful.

Handicap International is an equal opportunity employer and welcomes applications from women and persons with disabilities

