



INTER SOS Office South Sudan

National Staff Position

Position: Project Assistant (GBV Project)

Job site: Pibor town

Status: Fulltime

Report to: Project Manager

Planned Start Date: October 1, 2016

Duration: 3 months until December 31, 2016 (with possibility of contract extension)

Key responsibilities:

Project Assistant will support project implementation of Project Manager in Pibor part of INTERSOS GBV prevention and response project.

Responsibilities and duties:

Under the direct supervision of the GBV Project Manager, s/he will perform and carry out specific duties and responsibilities as listed herein:

1. Support project implementation of Project Manager, by providing logistic, administrative and other advice of general project implementation;
2. Be in charge of compilation of Monthly reporting and data collection, including sharing information for GBV IMS to INTERSOS Project Manager;
3. Ensure INTERSOS GBV team representation to relevant meetings, including but not limited to coordination meetings;
4. Conduct, together with UNFPA GBV specialist, a GBV-specific needs assessment and services mapping in Pibor town;
5. Organize awareness raising discussions on GBV risks, consequences and services available for GBV survivors, so that people in Pibor town will be aware of negative consequence of GBV and think how they can prevent and respond;
6. Identify and register beneficiaries for UNFPA-procured Dignity Kits strictly following beneficiary selection criteria agreed with UNFPA, and distribute the kits to the beneficiaries;
7. Perform any other work-related duties if applicable, only under direct request by the Project Manager.

REQUIRED Qualifications and skills:

- Deep understanding of political, economic, social and cultural context of Pibor town and its surrounding area;
- Understanding about general Protection Principles, GBV basic principles, SPHERE standard, International Human Rights Law, International Humanitarian Law, and other relevant topics;
- Excellent communication skills;
- Good cooperation and inter-personal skills to work effectively in a team, and with displaced communities;
- Good problem solving skills;
- Intermediate computer skills (please note there will be 30 minutes session to test candidates' proficiency on PC skills, either MS Word or MS Excel, during interview);
- Fluency in local language;
- Fluency in oral communication and written communication in English.

DESIRED Qualifications and skills:

- University degree in social sciences or related fields;
- Previous experience in working with UN (especially UNFPA)/ NGOs
- Previous experience in logistics, and other humanitarian fields (such as Food Security and Livelihoods, WASH, Education in Emergency, and NFI)
- Previous experience in GBV/protection sectors an asset

Application procedure:

Candidates are requested to submit their CV, Motivation letter and Copy of Nationality ID to the INTERSOS office at Plot 18, Block 3, 3rd Class, Nimra Talata, Juba by **4PM Tuesday September 27, 2016**. Please write *Application for Project Assistant (GBV Project, Pibor town)* on the envelope, and **remember to include reachable contact details (preferably e-mail address, if not mobile phone)**. Candidate who submit their document without contact details will be automatically disqualified. Only short listed candidates will be contacted by 5PM Wednesday September 28, 2016.

Candidates who passed the initial screening will be invited to interviews, which are planned on morning (specific time TBD) in Thursday September 29, 2016. A successful candidate is expected to be informed by 5PM Friday September 30, 2016. Only successful candidate as result of the selection will be contacted. Successful candidate will be requested to come to INTERSOS office by 9AM Monday October 3, 2016, to start the induction process.

Qualified Women are STRONGLY encouraged to apply.