



ACTED

Terms of Reference

JOB TITLE: Prevention Officer x 2

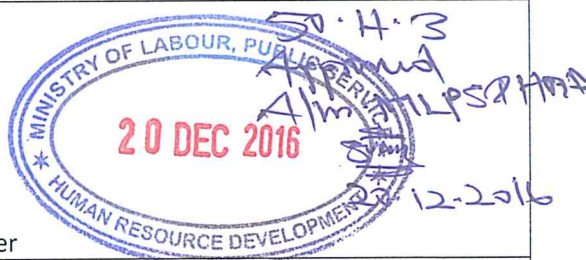
Department: SGBV

Location: Doro Maban County

Date of Advert: 20/12/2016

Date of Closure: 10/01/2017

Reporting to: SGBV Program Manager/ SGBV Senior Officer



Background on ACTED

ACTED (the Agency for Technical Co-operation and Development) is an INGO registered in France with global operations in Central and South Asia, Europe, Latin America and Africa. ACTED has over 15 years of expertise and experience in addressing the needs of conflict and disaster affected populations, in emergency and development settings. ACTED's operations in Republic of South Sudan are centered on an integrated community development strategy supporting vulnerable communities. In Maban ACTED are implementing WASH, Infrastructure, FSL, Food Distribution and SGBV programmes.

Job Purpose

The Prevention Officer will be responsible for the development and delivery of materials for radio shows to be aired on Maban's local radio station, the radio shows will focus on topics related to Sexual and Gender-Based Violence and Women's Empowerment. In coordination with the Prevention team, the Prevention Officer will develop the content of the programs through a systematic review of relevant literature on SGBV prevention strategies, strong contextual understanding, and complementary approaches to partners. The Prevention Officer will be responsible for working with Camp Sectoral Committees, Community Groups and Partner Agencies to develop materials, ensuring they are well informed of the aims of the project and are motivated in their involvement. The Prevention Officer will work closely with Radio Station (Radio Salaam) staff to coordinate the recording and production of Radio Shows, and to supervise the development of quality programs.

CHAIN OF COMMAND

Under the authority of:

- SGBV Program Manager
- SGBV Senior Officer

Responsible for:

- SGBV Outreach Workers
- SGBV Assistant

WORKING RELATIONS

Internal:

- SGBV Prevention Officers
- SGBV Response Officers
- Radio Salaam Team
- SGBV Community Mobilisers

External:

- Camp Sectoral Committees
- Community groups
- Service providers for SGBV Survivors

OBJECTIVES

Development of Radio Programmes

- In collaboration with the SGBV Prevention Team develop a prevention strategy that includes the use of radio programming as a medium of awareness raising

- Develop a timeline for conception, development, recording and airing of radio programmes in consultation with Project Manager and Radio Salaam team.
- Monitor the implementation of the timeline and make timely adjustments were needed, informing the SGBV Senior Officer and SGBV PM
- Lead on development of radio programmes with sectoral committees, community groups, and service providers through regular meetings and content development sessions, to ensure quality development and to promote continued engagement
- Attend all recording sessions to ensure quality and coordination
- Produce information sheets in English detailing the content of each radio show that are to be shared with partner agencies as well as used for reporting purposes and to ensure the complementarity of each show in relation to the broader programme
- Maintain the radio show databale detailing the content of each show and a unique coding system
- Collaborate with Appraisal, Monitoring and Evaluation department (AME) to contribute to Radio Listenership Surveys

Coordination and Communication

- Daily coordination with second dedicated Radio Salaam Prevention Officer to ensure progress of timeline
- Ensure efficient division of tasks amongst prevention department through daily briefing
- Weekly briefing to Project Manager and Senior Officer
- Develop and maintain effective working relationships with relevant stake holders, including partner agencies, camp sectoral committee and community leaders
- Maintain high standards in internal and external written and verbal communications

Team Management and Capacity Building of staff

- Supervise dedicated Radio Salaam outreach workers to ensure targets are met and timeline is followed
- Through the development of radio shows work closely with dedicated Radio Salaam outreach workers to build their knowledge of the causes of SGBV, as well as prevention and mitigation strategies. Build their capacity to create and maintain professional relationships with partner agencies.
- Actively support SGBV Prevention department to build all round skills and capacities by seeking to share professional strengths and to seek out support for professional weaknesses

Other

- Support other activities delivered by the Prevention department
- Represent ACTED in a professional and fair manner at all times
- Undertake any other tasks as given by the Senior SGBV Officer and Project Manager

KEY PERFORMANCE INDICATORS

- SGBV Prevention strategy is completed by Prevention Department
- Timeline for completion of Radio Salaam project is produced
- Radio show database in developed and maintained
- 40 Radio Shows are developed, produced and aired

PERSON SPECIFICATION

Essential

- 1-3 years' experience in SGBV prevention and/or response work in South Sudan
- Good standard of written and verbal English
- Good standard of written and verbal classical Arabic
- Demonstrable understanding of SGBV causes and consequences
- Demonstrable ability to apply knowledge on SGBV into prevention programming
- Demonstrable understanding of standard SGBV referral pathway
- Solid ability to use Microsoft Word, Excel and Outlook
- Willingness to live and work in Maban, Upper Nile

Desirable

- Knowledge of Survivor Centered Approach/Guiding Principles to working with SGBV survivors
- Experience and/or familiarity with Radio Programming
- Ability to work independently on set tasks

Applications

- Applications should be submitted in English, and should include:
- detailed CV
- cover letter
- photocopy of all university degrees
- photocopy of national ID card,
- photocopies of work certificates related to past jobs
- All applications should be submitted to the ACTED Country Office in Juba (Hai Malakal, and ACTED Office in Maban (Doro Compound) in hard copy by January 10, 2017. Or by mail to ; juba.hrofficer@acted.org; gendrassa.administration@acted.org; hannah.cattermole@acted.org
- Shortlisted candidates will be contacted by ACTED Human Resources Department within two weeks of the application deadline.
- Application materials are not returnable, therefore applicants are strongly recommended not to submit original documents.
- Note: This position is open to South Sudan Nationals & Women are encouraged to apply.