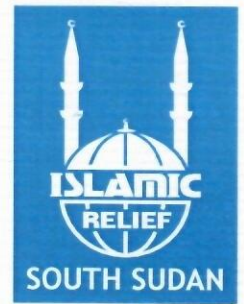


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Approved by
Inspector of Labour
24/7/2023
24 JUL 2023



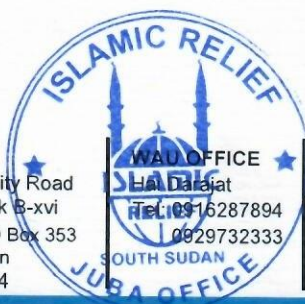
24th July 2023

RE: JOB ADVERTISEMENT: GENDER, PROTECTION, & INCLUSION COORDINATOR

BASE LOCATION: Juba, South Sudan (with frequent visits to the programme areas)
REPORTING TO: Head of Programmes
LINE MANAGEMENT RESPONSIBILITIES: NA
Islamic Relief Worldwide is an independent humanitarian and development organisation. Founded in 1984 (UK Charity Registration Number: 328158), with headquarters based in Birmingham, UK, we have a presence in 44 countries. Inspired by Islamic values, we support the world's most vulnerable people in the fight against poverty and suffering. IRW helps the needy regardless of race, religion or gender and promotes sustainable, environment-friendly outcomes. IRW is also determined to empower marginalized people with a strong voice that argues powerfully for the change they need to transform their lives.
IRW South Sudan was present in South Sudan since 2004 registered under the Ministry of Humanitarian Affairs and Disaster Management. IRW South Sudan has more than 19 years' experience responding to conflict and drought crises in several states in South Sudan. IRW South Sudan currently seeks to recruit a dynamic and self-motivated individual for the position of The Gender, Protection, & Inclusion (GPI) Coordinator
JOB PURPOSE: The purpose of this role is to lead the programming and integration of gender equality, safeguarding, protection and inclusion approach into planning, implementation, and monitoring of all current programmes and designing, planning, implementation, and monitoring future programmes. The Gender, Protection, and Inclusion (GPI) Coordinator will ensure robust gender, protection and inclusion strategies as well as build technical capacity of field teams to mainstream gender, protection, safeguarding and Inclusion into their day to day works. The GPIC will be an advocate of IRW's Gender Justice Framework ensuring their interation into programme design and high quality implementation at the field level by GPI and Safeguarding Officers along with all programme technical staffs. The GPIC will provide technical support to all projects including monthly field visits to all programme sites ensuring completion and correct reporting of quality benchmarks.
The GPIC will also be responsible for fundraising for the country programme and actively lead proposal and CN development. The GPIC will play a critical role in networking and relation building with key stakeholders at local, national and global levels for both programme development and provision of technical support to implementing partners.



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IR.SS. Along Unity Road
Plot No.54, Block B-xvi
Hai. Cinema, P.O Box 353
Juba South Sudan
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Tel: 0916287894
0929732333

WARRAP OFFICE
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Tel: 0920522368

KAPOETA
Narus Compound
Diocese of Torit
Tel: 0925609594

Website: www.islamic-relief.org
RRC Reg No.051



KEY WORKING RELATIONSHIPS

- Has regular contact with the Head of Programmes and works in close coordination with the head of programmes, sectoral technical leads at country level.
- Closely works with field office Coordinators and programme teams at the field level.

KEY ACCOUNTABILITIES

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff. The following are the main responsibilities that the role holder will be accountable for:

Key Accountability 1: Planning and Implementation of Program Activities (10%)

- Ensures that planning and implementation of the project activities are in accordance with the program principles, approaches, and procedures of the IRW.
- Works closely with other project staffs and partners in planning and implementing the project activities.
- Provide strategic guidance and direction to country field offices, as well as enhance awareness and commitment to Gender, Protection, and Inclusion (GPI) concerns.
- Develop protocols and guidelines for gender and protection activities and mainstreaming and train/coach partner staff to understand and implement, including strong integration and cooperation with emergency response team.
- Drive the implementation of a systematic and integrated approach of GPI within IRWSS programming by coordinating organizational and institutional capacity building and development processes, such as country operational policy development on GPI, organizational capacity assessments for GPI, and assistance in establishing systems and mechanisms to ensure GPI mainstreaming in plans, processes, and procedures.
- Support program team in providing technical inputs in the project and strategy design, advocacy strategy development, campaigning and influencing paper preparation
- Actively participate in concept note preparation, proposals development from gender lenses and make sure protection and gender-specific indicators, tools and methodologies are in place during the onset of the project.
- Lead programmatic assessments including gender and protection analysis, and protection monitoring to ensure continuous improvement mainstreaming of finding on program strategy, design and advocacy.
- Ensures effective implementation of the project activities as per the set plan of action and as per the donor requirement.
- Carry out regular focus group discussions and individual interviews ensuring that issues of women, men, girls, boys, and people with different needs are identified and addressed.
- Enhance the capacity of partner Organization in mainstreaming Gender, Protection and Safeguarding.

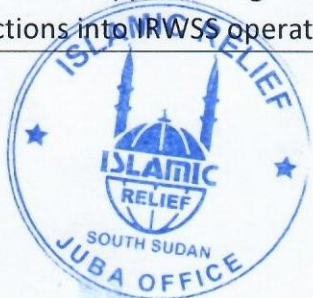




- Makes sure that all plans are down to annual, quarterly, and weekly basis and same is done for by project officers and facilitators.
- Ensure that mechanisms, tools and technical support is available and in place to tackle gender inequalities, exploitation and abuse, gender-based violence and other interpersonal violence in emergency operations and development programmes.
- Ensure the inclusion of GPI in programs and operations at Country and field Office level, and ensure improved mainstreaming of GPI into all IRWSS emergency response operations and other operations in South Sudan through rollout of tools, deployment, and capacity-strengthening of GPI emergency response personnel (in collaboration with programmes and operations team and different sectors/programmes).
- Participate in emergency preparedness planning processes including reviewing emergency preparedness plans to ensure gender mainstreaming is adequately considered and planned for in advance of emergencies, and that capacity gaps can be addressed before an emergency.
- Work closely with program and MEAL team to ensure gender, protection and other cross-cutting issues are properly assessed and integrated into programming for a timely response.
- Make sure IRSS' response programs ensure the needs, priorities, safety and dignity of women, men, boys and girls through periodic tracking, documentation of progress and learnings.
- Ensure that issues of SGBV and Sexual Exploitation and Abuse (SEA) are explored in sensitive ways and that services and follow-up are provided in keeping with IRW guidelines.
- Represent work being done in gender transformation and women's social and political empowerment under the Program in relevant internal and external forums.
- Establish and maintain active relationships with Humanitarian organizations on gender equality and women's issues to strengthen key alliances and partnerships, enhance collaboration, and share and influence agenda and priority setting.
- Undertake regular on-site visits to monitor the quality of activity implementation and provide technical advice to partner staff as necessary.

Key Accountability 2: Technical Support and Capacity Building (35 %)

- Provide technical oversight and guidance to Country and Field Offices staffs in regard to adhering sectoral standards and requirements of the programmes and project.
- Provide technical assistance to programme teams to integrate gender, protection and inclusion into humanitarian responses, sectors and systems. This includes providing technical input on draft proposals, strategies and Gender, Protection and Inclusion Action Plans.
- Provide support and guidance to IRWSS's staff to mainstream and plan specialized GPI actions into IRWSS operations in accordance with the Minimum Standard





Commitments of Protection, Gender and Inclusion in Emergency Programming and Appeals operations.

- Organize training plans across all proposals to improve the capacity of partner staff, partners, and persons of concern.
- Conduct capacity assessment and identify technical assistance needs in regard to technical skills, supervision support, etc., of staffs, stakeholders, and right holders; plan and lead capacity-building initiatives, training, technical backstopping to deepen their understanding GBV at an operational level to consolidate experience, test innovations and models, document lessons learned and refine GBV and guidance.
- Support capacity building for IRSS staff at multiple levels of the organisation and its partners on how to practically integrate gender in its humanitarian and development interventions.
- Provide technical backstopping to IRSS' pool of technical leads and working with gender, protection and inclusion staffs in the field offices.
- Participate in the staff recruitment process, new staff on boarding and induction process, capacity building, and performance appraisal Work with the national gender and appropriate strategies and training tools to address them.
- Oversee & support the day-to-day implementation of gender, protection and inclusion related activities including case management/psychosocial support, follow-up and advocacy to meet the needs of right holders & strengthening community capacity to prevent & respond to incidents of GBV.
- Provides support for all trainings, workshops, and meetings conducted at country and field offices.
- Conduct induction/orientation, training, and capacity building of staff on GBV and protection mainstreaming in project implementation, monitoring and evaluation.
- Promote and represent the interests of the GBV/PSEA program with regards to all relevant stakeholders.
- Contribute to the joint SGBV Working Group.
- Coordinate and monitor the overall implementation of GBV program activities based on their established indicators, including collecting and analyzing data and information for reporting.
- Assist mapping, establishment and strengthening of GBV referral pathways.
- Provide technical assistance for field staffs on implementation of Women and Girls Friendly Spaces, and GBV service referral linkage activities.

Key Accountability 3: Coordinate implementation of gender, protection and inclusion (GPI) programming: (35 %)

- Work closely with programmes' technical units and thematic areas (Health, Nutrition, WASH, Livelihoods, Disaster Risk Reduction, and Climate Change) to identify gaps in their GPI approach and support them in scaling up and integrating GPI into their work

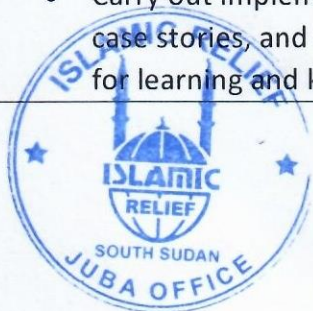


with affected people while maintaining their dignity, access, participation and safety throughout programmes and operations.

- Coordinate with the Safeguarding Senior Management to implement the regional safeguarding action plan, which includes the prevention and response of sexual exploitation and abuse (PSEAH) and child safeguarding.
- Coordinate activities that engage men and boys from the community and male leaders to participate in activities that promote positive masculinity, and which support the objectives and initiatives of the GBV and GPI programming.
- Identify and coordinate opportunities for GBV and engaging men and boys programming to be connected and strengthened by joint implementation.
- Ensures a gender-sensitive approach is taken to programming and integrated into protection assessments and activities
- Coordinate and maintain regular meetings with the GPI Network of focal points for follow-up, development of tools, and exchange of experiences.
- Work closely with the IRW global GPI team to ensure there is consistency and coordination between GPI efforts at regional and global level. This includes ensuring the roll out of global GPI frameworks and standards at regional level and that global frameworks and standards benefit from learning and experience gathered locally.

Key Accountability 4: Learning and Information Management (10%)

- Develop evidence-based learning demonstrating the impact of GPI tools and approaches on the quality and effectiveness of programming, on protection risk management, as well as vulnerability prevention in South Sudan.
- Responsible for timely collection, analysis, and utilization of gender, protection, inclusion, safeguarding related information.
- Liaison with others to gain experience and share IRW's accountability and protection experience.
- Coordinate and ensure timely reporting from the field locations, in coordination with MEAL Coordinator.
- Document learning on challenges, best practices, and reflections during program implementation.
- Support real time learning and flexible and adaptive practices for GBV programming.
- Communicate and disseminate IRW's protection policies and procedures for staff and concerned stakeholders and partners.
- Contribute to effective information management on project implementation progress through the provision of disaggregated data on populations of concern.
- Carry out implementation review, experience sharing, consultation events, prepare case stories, and document best practices specific to gender and protection activities for learning and knowledge management.



- Integrate gender and protection into MEAL plans to develop a comprehensive monitoring and evaluation framework and gender and protection-specific indicators for the programme.

Key Accountability 5: Donor Compliance and Follow-up (5%)

- Ensure familiarity with all gender and protection related contracts and agreements with donors and sub-grantees.
- Ensure that IRSS staffs are implementing gender and protection per donor guidelines and IRW policies and procedures.
- Coordinate with field office coordinators, project officers, and the Humanitarian Program Manager- Gender, Protection and Inclusion to prepare responses for any concerns.
- Support donors, stakeholders, and other internal reporting requirements by providing accurate and timely input on gender and protection activities.

Key Accountability 6: Other (5%)

- Perform other duties as assigned.

PERSON SPECIFICATION

- It is essential that the post holder shows a good understanding and sympathy with Islamic values and principles as well as commitment to Islamic Relief Worldwide vision, mission and core values.

Experience, Competencies and Qualifications

Required Competencies

Essential

- Master's degree, or relevant combination of qualifications and experience in gender or a related field.
- Demonstrated knowledge and skills in mainstreaming gender in program design, management, monitoring and evaluation, including application of SPHERE and IASC standards, with a minimum of 5 years working on humanitarian and development issues.
- Experience on generating new programme/project ideas in line with contemporary issues, designing projects, and resource mobilisation;
- Demonstrated skills and experience in capacity building, and designing and delivering training in multi-country contexts, with high intercultural sensitivity.
- International experience in assessment, gender analysis, program development, evaluation, project proposal and budget preparation (at least 5 years). Familiarity with UN resolutions relating to Gender in Emergencies.
- Demonstrated ability to manage workflows, balance competing priorities and work effectively in a small, diverse, remote and busy team environment.
- High level written and verbal communication skills in English (with preferably a second relevant language like French or Spanish).



- Field experience in an emergency response context, preferably with an international NGO.
- Representational skills including experience developing networks and relationships with government, civil society and other stakeholders.

Desirable

- Knowledge of global HR standards such as the CHS Alliance, World at Work and CIPD
- Experience working in an NGO in a similar role
- Working knowledge of using payroll systems and software
- To be familiar with and abide by the NGO/Red Cross Code of Conduct, the People in Aid Code, IRW International procedures.
- Strong sense of initiative.
- Sensitivity to cultural differences
- Able to build the capacity of others
- An ability to work under pressure with limited support
- High level of integrity



How to Apply

Interested candidates should submit their applications letter briefly describing a motivation letter for the position and highlight relevant experience, updated Curriculum Vitae (CV), National ID and copies of certified certificates to IRSS.recruitment@islamic-relief.com.ss or drop a hand delivered copy of their application to Islamic Relief South Sudan Juba office not later than the deadline of **15th August 2023 at 4.00 p.m. local time.**

- Only shortlisted candidates will be contacted.
- Due to the urgency of these roles, Islamic Relief reserves the right to shortlist applications prior to the closing date.

Female candidates are strongly encouraged to join our work culture that empowers every employee to share ideas and take responsibility. At IRW we think outside the box. We encourage ideas and give responsibility to all employees at all levels, to help solve the complex issues that we face. You will have many opportunities to be heard and take the initiative

