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Christian Agency for Peace and Development

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Head Office Juba: Modiria Round About, Ministries Road, Juba Civic Engagement Centre, Inside Ministry of Information, Central Equatoria State, South Sudan.

JOB ADVERTS

Position : 1	Starting date: 20th March 2023
Job Title: Gender, M & E Coordinator	Contract duration: 3 Months
Salary scale: According to the organization policy	Reporting to: Deputy Director
Section: Program	Duty Station: Juba and field visit

1. Introduction

Christian Agency for Peace and Development (CAPaD) is a faith-based National, non-governmental organization founded in 2007 and legally registered under the NGO Act 2016 with the Relief Rehabilitation Commission (RRC) Republic of South Sudan. CAPaD is working for Peace, advancing the voices for youth, women and children to take a lead in transformation and becoming Change Makers in bringing peace, hopes, opportunities, healing and reconciliation within their own communities and regions.

Christian Agency for Peace and Development aims at rebuilding lives and restoring hopes to the most affected and disadvantaged youth, women and children who have been devastated as a result of civil wars, poverty and ethnic violence conflicts. We focus on issues that youth, women and children are struggling with, that includes lack of access to social justice, ignorant and negative social norms e.g early and force child marriages, displacement, poverty, gender equality, trauma, sexual gender base violence, social and ethnic divides, illiteracy and poor education, youth unemployment, insecurity & access. Our thematic



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areas include; Peace building, Resilience building, Psycho-social support, Good governance and leadership, Economic empowerment, Social justice, Protection, GBV & Civic Education.

CAPaD implemented a three (3) years project through financial support from Norwegian Peoples' Aids (NPA) on unlearning violence and promoting peace in Jonglei State. From 2020 to 2023 CAPaD is implementing a three (3) years project on empowering youth to advocate for their rights at the grassroots level in Jonglei State. CAPaD during the organizational Capacity Assessment (OCA) conducted by NPA program team in 2019-2022 revealed that CAPaD lack gender policy, imbalance board members in term of gender representation, ratio of females to males was limited and this limited many chances for CAPaD to win some competitive grants from other partners. All these challenges were associated with lack of competence, less experience and committed hired female personnel to execute their duties as stipulated in the JDs.

2. The Position

CAPaD is seeking to recruit a highly motivated and experienced Gender, M & E coordinator to join its program team. The successful candidate will be expected to contribute to the development and delivery of a high quality programme and commitment to ensure that vulnerable women and men benefit equally from development efforts.

The gender, M & E Coordinator will provide strategic input and advice on gender across the work of CAPaD and will work within objective teams to ensure that gender equality is mainstreamed within the targeted areas. He/she will undertake analytical and advocacy work and will have responsibility for management of partnerships which deliver specific measures, especially in the area of gender based violence.

Overall Responsibility

To contribute to the achievements of objectives and results set out in CAPaD Strategic plan by leading on the development, coordination, implementation and monitoring of CAPaD's gender action plan with a priority on ensuring that women's economic empowerment is advanced through CAPaD livelihood programme and contributing to an effective national and local response to gender based violence.

Specific functions:



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1. Monitor and analyse developments on gender at national and state level
2. Work within the program development team, in particular food security & livelihood, protection and gender based violence (GBV), to ensure that a sound gender analysis informs programme design and management, and identify strategic actions to be undertaken to improve the quality of programme implementation
3. Distil and document lessons for policy dialogue, public advocacy and future programming and to organise dissemination of learning within the CAPaD team and with partners
4. Manage gender specific programmes in accordance with CAPaD gender policy. Using a Project Cycle Management approach; Monitor programme expenditure against agreed budget lines and timeframes and ensure the financial resources are effectively used. Exercise quality assurance oversight and institute early warning systems to detect weaknesses in project implementation and advise management on corrective interventions.
5. Provide technical assistance to other programmes unit in assessing the strength of their approach to gender mainstreaming across the programme cycle
6. Provide advice on appropriate gender sensitive indicators in the performance measurement framework and support colleagues in the monitoring and reporting of programme results/outputs and objectives against agreed indicators.
7. Monitor and report on the implementation of the gender action plan
8. Develop and maintain positive working relations with a wide network of partners, including Government, development partners, media and NGOs.
9. Represent CAPaD at relevant development partner meetings, including the Gender Development Partners Group/ clusters.
10. Undertake other responsibilities which may be assigned by executive Director or program manager from time to time, including contributing to CAPaD communications and events.



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11. Overseeing the delivery of projects and making adjustments as necessary to ensure they are delivered to specifications and high standards.

12. Execute CAPaD administrative tasks such as:

- managing and maintaining the program's budget,
- determining and implementing policies and procedures,
- ensure the consistence tracking of the project progress
- responsible for the M & E system within CAPaD
- managing program-related internal and external communications and
- Organizing and maintaining the program agenda.

3. Qualification, skills and Experience

The Gender, M & E Coordinator will be expected to have the following experience and skills:

- ❖ A relevant undergraduate qualification in Social work and social Administration, Project planning & Management, Development studies or public administration is essential. A post graduate degree in gender, women's economic empowerment or Food Security & livelihoods is highly desirable
- ❖ A minimum of four years relevant work experience in managing a M & E and gender portfolio
- ❖ Knowledge and understanding of the institutional, legal and policy frameworks at national and local level that impact on the status of women in South Sudan
- ❖ Experience in project cycle appraisal, management and monitoring
- ❖ An influential communicator, with excellent written and verbal skills in both English and Arabic



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- ❖ Evidence of good analytical and problem solving skills
- ❖ Ability to network effectively, with the ability to develop a wide range of relevant contacts
- ❖ Comfortable working within a multi-disciplinary, multi-cultural team

4. Applications:

Interested candidates should forward a cover letter together with their most recent Curriculum Vitae and contact details, to CAPaD HR. & Admin and electronically to E-mail: s.christine@christianagency.org / semachristine.capad@gmail.com and copy: ed.malir@christianagency.org, martin.w@christianagency.org. The last date to receive the application is **1st March 2023, at 4:30 PM, Juba Time**. Only shortlisted candidates will be contacted

NB: *This position is reserved for female applicant only*

