

Vacancy Announcement

Job Title	WPE Deputy Manager (01 Position)
Salary Band/ Level/ Grade	7B1
Department	Women Protection and Empowerment
Location	Maban- Upper Nile State
Overtime Eligible (Per Local Law)	N/A
Opening Date	Wednesday 13 th September 2023
Closing Date	Thursday 21 st September 2023

BACKGROUND:

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in over 40 countries and 22 U.S. cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure. The IRC leads the way from harm to home. IRC has operated in South Sudan for over 30 years now delivering humanitarian relief, post-conflict assistance, and development programs in both refugees, internally displaced and host community settings. IRC operates in 10 field offices including in Juba with program portfolio covering health, nutrition, Environmental Health (EH), child protection, economic recovery and development (ERD)/livelihoods, women's protection, and empowerment, Education, and general protection. IRC continues to provide life-saving assistance and humanitarian aid to vulnerable South Sudanese, trying to rebuild their lives and restore peace. The IRC's new strategy in South Sudan will prioritize improving health, safety, and economic well-being, targeting women, children, and other vulnerable.

JOB OVERVIEW/SUMMARY/SCOPE:

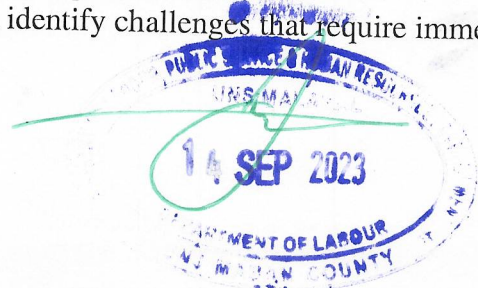
The Deputy Women's Protection and Empowerment (WPE) Manager is responsible for providing an assistance to oversight and support WPE program staff in Renk to enhance implementation of best practices, high quality and effectiveness of program activities.

Major Responsibilities:

The responsibilities of the WPE Deputy Program Manager, include but are not limited to the following:

Staff Mentoring and Supervision

- ❖ Mentor and build capacity of staff in GBV prevention and response activities in Renk.
- ❖ Identify training needs of staff and assist in developing and implementing training.
- ❖ Facilitate program meetings, trainings, and workshops as necessary.
- ❖ Mentor, monitor and support staff through daily program activity visits with program staff in Renk to ensure correct implementation of the program.
- ❖ Leads a daily/weekly debriefing and hold regular staff monthly meetings including preparation of meeting agenda and necessary materials and information, scheduling time and location, informing staff and conducting the meeting.
- ❖ Assist staff in the development of monthly /quarterly work, procurement, and spending plans.
- ❖ Ensures work plans coincide with timelines of projects, correct coding of project activities, and staff time allocation.
- ❖ The Deputy Manager will conduct refresher training to the program staff and partners on aspects of GBV response and prevention activities in line with the GBV global standards.
- ❖ Do site visits to ensure project activities are on track and identify challenges that require immediate action. through lessons learned.



- ❖ Promote GBV guiding principles and survivor-centered perspectives in thoughtful and creative ways throughout program activities and among coordinating partners in the camps.
- ❖ Build and maintain relationships with partner agencies and GBV coordination activities.

Program Administration

- ❖ Oversee staff vacation, sick leave and timesheets.
- ❖ Compile donor reports and proposals, as well as collect and review reports from WPE staff in a timely manner.
- ❖ Support reporting and monitoring and evaluation mechanisms.
- ❖ Support logistical needs and sites follow up including monthly tracking.

Finance & Logistic

- ❖ Manage budgets by ensuring that all IF 7 IR expenses and payments are done in accordance with IRC finance policy.
- ❖ Submits cash projection, salary mapping in a timely manner and review monthly Integra/BvA and compile its minutes.
- ❖ Ensure that IR are properly and filled out and submitted in a timely manner along with all necessary supporting documentations in accordance with IRC procurement and finance policies and procedures.
- ❖ General
 - ❖ Positive and professional attitude
 - ❖ Able to be organize.
 - ❖ Meet deadlines.
 - ❖ Maintain composure.
 - ❖ Prioritize work while under pressure.
 - ❖ Coordinate multiple tasks, maintain attention to details and remains calm.
 - ❖ Other responsibilities as needed.

Core Competencies

- ❖ High problem-solving skill and conflict resolution.
- ❖ Prioritize work under pressure and in difficult setting.
- ❖ Positive and professional attitude.
- ❖ Meet deadline and high flexibility of working hours.
- ❖ Maintain high communication among team and supervisor.
- ❖ Coordinate multiple tasks and maintain attention to details.
- ❖ Other responsibilities as needed.

Key working relationship.

Position Reports to: WPE program manager

Position directly supervises: Response and Prevention Officers.

Other Internal and/or external contacts:

Internal: Regular relationships with country IRC WPE Program department's team.

External: Collaboration with IRC partners and donors including other non-governmental organizations, inter-agency group.

Job Qualifications:



Education:

- ❖ BA/Diploma in Social Work/Social Sciences/Counseling/psychology/ Development studies/ health / Community development or other related field from a recognized institution preferred. Degree in similar fields would be an added advantage.

Skills and Experience:

- ❖ 2-3 years' experience in direct GBV program management/ previous experience in GBViE will be an added advantage.
- ❖ Previous experience in project management in emergency setting is an added advantage.
- ❖ Previous experience supervising and managing staff. Demonstrated experience in capacity building and mentorship, teamwork; including ability to lead, train, supervises, facilitates, and motivates staff in their respective tasks in a professional, respectful, and supportive manner.
- ❖ Excellent listening and observation skills, including ability to create trust, support, respect and interact with beneficiaries of all ages, background, and diversity.
- ❖ Knowledge, skills, and experience in GBV interventions.
- ❖ Demonstrated leadership, communication, and facilitation skills.
- ❖ Ability to write reports in English required.
- ❖ Good coordination and networking skills.
- ❖ Professional working attitude a must.
- ❖ Excellent interpersonal, problem-solving skills and flexibility.
- ❖ Experience in grant management and proposal writing.
- ❖ Excellent computer skills: MS Word, Excel, Power point and email.

STANDARDS OF PROFESSIONAL CONDUCT:

The IRC and IRC workers must adhere to the values and principles outlined in IRC Way Standards for Professional Conduct. These are Integrity, Service, Accountability and Equality. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

SAFEGUARDING POLICY:

The IRC has a zero-tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors, and implementing partners. Safeguarding at the IRC is an integral to the organizational values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuse, and harassment of any person linked to the program by both its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.

NARROWING THE GENDER GAP:

The International Rescue Committee is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including a flexible hour (when possible), maternity leave, transportation support, and gender-sensitive security protocols

EQUAL OPPORTUNITY EMPLOYER:



IRC is an Equal Opportunity Employer. IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable laws.

‘WOMEN, MINORITIES AND PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY.

HOW TO APPLY:

Interested applicants should submit a **CV with 3 references** and a copy of their **South Sudan national ID**, to **IRC Office Juba/ Renk and or Maban field office** or, by email to **SS-HR@rescue.org** **Not later than 5:00 PM of Thursday 21st September 2023.**

NOTE: Only short-listed candidates will be contacted and attach photocopies of your academic documents only while original academic documents will be asked at the interview panel and all the photocopies will remain the property of IRC.

PLEASE, LABEL YOUR APPLICATION CLEARLY: DEPUTY WPE MANAGER- MABAN.

