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22-11-2021



CONCERN
worldwide

VACANCY ANNOUNCEMENT GENDER AND ACCOUNTABILITY ASSISTANT

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of Health & Nutrition, Shelter, WASH and Livelihood activities in the three States of South Sudan.

Concern South Sudan is looking for a suitable candidate to fill the position of Gender and Accountability Assistant be based in Juba, Central Equatoria State.

Job Purpose:

The purpose of this position is to promote the integration of Gender and accountability within the work of Concern World Wide South Sudan. She will support in mainstreaming Gender and Accountability in all programmes in Juba, Central Equatoria State. The jobholder will also support in the implementation of the Complaints and Response Mechanism in Juba and ensures feedbacks are provided within 14 days in the Concern programs at Juba IDP Camps. Likewise, the person will provide technical assistance to the project teams in the development and monitoring of the gender and Equality strategy and support the M&E team to develop, collect and analyze data in relation to the Gender and Equality. She will particularly focus on integrating gender and equality in the emergency and resilience programme in the areas of Nutrition, Water hygiene, health, Agriculture and Protection. She will also support the efforts to improve safeguarding initiatives for Concern staff.

Main Duties & Responsibilities:

- To strengthen Gender and Equality in Concern's programme
- Participate and monitor the implementation of Concern Gender Equality dimensions of the country Strategic plan and the Women Empowerment Strategy.
- Take part in any assessment and analysis of activities targeting gender and equality
- Facilitate trainings for partners and staff on gendered transformative approaches.
- Work closely with the project staff and other relevant partners to facilitate gender equality and accountability in service delivery.
- Help to create a strong culture of awareness and promotion of gender equality in Concern and externally through implementation of programmes activities.
- Provide technical support to partners in assessing the strength and approach towards gender transformative programming and activities.
- Participate in the regular Gender and Protection cluster meetings.
- Spends 50% of the working hours at the two IDP camps in Juba to support in the implementation of Gender and accountability in the programme.
- On a bi-weekly basis, share updates on the Gender Equality and Accountability ongoing initiatives, with the Gender and Equality Coordinator and point any issues for her support or action Identify
- Operationalize multiple ways for programme participants to share their complaints with Concern, such as complaints boxes, phones, complaints desks during distributions, focus group discussions, etc.;
- Ensure availability and accessibility of CRM tools and forms for adequate capturing and recording of complaints by programme participants;
- Follow up complaints received and ensure that responses are available to complainants within 14 days
- Enter complaints received into the database correctly and generate monthly reports;
- Develop and Submit a monthly activity monthly report
- Carry out any other tasks required by the line manager



- To raise awareness on the Code of Conduct and associated policies (namely the Programme Participant Protection Policy, Child Safeguarding Policy and Anti-Trafficking in Persons Policy), within Concern team, and externally with other programme participants and partners
- Assist the Staff Welfare Officer in the management of Concern's safeguarding pathway
- Receive and register safeguarding complaints and signpost them to the appropriate person
- Support the M&E team in the process of identifying and documenting case studies, lessons learnt and best practices and success stories on Gender, Protection and Safeguarding at field level, within Concern and externally with donors and other agencies.
- Support in the implementation of quality programme design and M&E from the gender perspective

Persons Specifications/Experience

- Minimum Qualification required a Certificate in Human Rights, Gender studies, Social Sciences, Development studies, or other related fields
- 0-3 years' experience in implementing Gender and equality programmes in humanitarian, recovery or development context
- Experience in implementing Gender, equality, protection, CRM or Safeguarding in humanitarian, recovery or development context
- INGO experience in multi-sectoral programs, (Health, Nutrition, WASH preferred)
- Experience and demonstrable skills in working with communities in South Sudan
- Experience and skill in information analysis
- Ability to transfer knowledge to diverse audience through training, mentoring and coaching

Technical Skills Required:

- Proficiency in database management
- Computer skills in MS Office (Excel, Word, Power-point, Outlook, Access)
- Excellent oral and written English skills
- Report writing skills

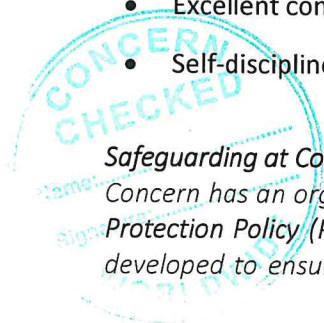


Competencies

- Knowledge of local Arabic and other local languages will be an asset
- Awareness of Safeguarding including, in particular, being sensitive to areas of sexual exploitation, abuse, harassment and trafficking of adults and children
- Demonstrate a person centred approach
- Commitment to Concern's values such as equality, dignity and respect
- Commitment and strong understanding of cultural context and security risks in South Sudan
- Maintains and understands the importance of confidentiality
- Network skills to build and utilise contacts and relationships
- Excellent communication skills
- Self-disciplined, high level of integrity, honesty and respect for diversity

Safeguarding at Concern: Code of Conduct and its Associated Policies

Concern has an organisational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the



responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the **highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission**. Any candidate offered a job with Concern Worldwide will be expected to **sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment**. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the **safeguarding** and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including **criminal background checking**.

How to apply:

1. Interested candidates are requested to submit their Applications, Updated CVs of not more than 3 pages and a copy of their nationality ID and copies of educational certificates to: HR Department in Juba Office located at Tongping, Airport road opposite Ebony Bank or dropped your applications to our email vacancies.juba@concern.net from 23rd November to 10th December 2021.
2. The position is a local recruitment and strictly open to South Sudanese nationals only.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.
4. *Please complete the summary profile form and criminal background check form when submitting your application*
5. **Due to the urgency of the role we will be reviewing applications on daily basis and might offer the role before the application closing date**

CONCERN WORLDWIDE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT CHARGE FOR ANY KIND OF RECRUITMENT. WOMEN ARE STRONGLY ENCOURAGED TO APPLY TO OUR ORGANIZATION. WE CELEBRATE DIVERSITY!

