

SDH3  
23/3/2021

Date: 23rd/03/2021

## JOB ADVERTISEMENT

### BRIEF BACKGROUND OF HUMANITY AND INCLUSION

Federation Handicap International (Operating under Humanity & Inclusion) is implementing a Victim Assistance project, the overall objective of the project is to improve Access to Socio-economic opportunities and Functional Rehabilitation to People with Disabilities in South Sudan. The program is being implemented in Yei River State and Jubek State and works directly with South Sudanese health and livelihood service providers as well as communities, to both improve the access to care for persons with disabilities and ensure that they are able to support themselves with food security.

HI is seeking to recruit 1 Livelihood Assistant to be based in Juba (operating in Kator and Luri county) to support the project implementation of its "Improve Access of people with disabilities to socio-economic opportunities and functional rehabilitation" project. Under the direct supervision of the AC5 Project manager, the Livelihood Assistant will be responsible for supporting the identification and direct service provision to identified Persons with disabilities, awareness raising, and community mobilization, S/He will provide key support to the Community Rehab officer and Livelihood officer in the identification and mobilization of Person with Disabilities and in conducting community sensitization, S/He will work with the team, community and stakeholders in ensuring identification and mobilisation in the targeted areas are of the highest quality and that expected results are achieved in timely and efficient manner.

**Humanity and Inclusion is therefore seeking to recruit a qualified and dedicated Candidate for the Position detailed below: -**

<b>Job Title:</b>	HI-JU-ADVERTAC5/2021/03Livelihood Assistant (1 Position)
<b>Program:</b>	AC5
<b>Vacancy position</b>	1 Position
<b>Country Program:</b>	South Sudan
<b>Duty Station:</b>	Juba
<b>Position Reports to:</b>	Project Manager
<b>Position Opened for:</b>	South Sudanese
<b>Contract Duration:</b>	12months with Possibility of extension depends on Funding



<b>Desired Start Date:</b>	<b>ASAP</b>
<b>Closing Date:</b>	<b>14th/04/2021</b>

## ROLES AND RESPONSIBILITIES

### Job summary

The Livelihood Assistant will support the technical implementation of the cash/Asset transfer project. Support in conducting relevant assessments, post distribution monitoring, business support to beneficiaries and carry out community mobilization and sensitization.

### Responsibilities

**Responsibility 1:** Provision of direct support to Landmines/ERW victims, Persons with disabilities and with injuries and their families and the provision of personalised social support.

**Aim:** contribute to the identification of persons with disabilities and victims of landmines/ERW as well as on the improvement of their families to maximise independence and access to livelihood opportunities in the given setting.

**Benchmarks:** Documentation and records of assessment of the supported beneficiaries, database of information gathered and monitoring reports.

### Activities:

Conducting livelihood assessments including market analysis and barrier and facilitator assessment of livelihood service providers

Provision of home based assessment and support to persons with disabilities and victims of landmines/ERW.

Work with the project manager with support from operational coordinator and livelihood technical advisor to develop relevant tools and systems for proper and effective implementation and monitoring of the livelihood activities

Plan and implement relevant livelihood trainings to persons with disability in the target areas

Support the distribution of cash/asset to beneficiaries.

Carry out community mobilisation and sensitizations on business start-up kits management.

Provide technical support/trainings to livelihood service providers to make their services accessible to persons with disabilities.

Using the Personalized Social Support approach, provide follow up and business support to beneficiaries to implement the business plans they developed effectively implement their income generating activities and to access services within the community.

Provide technical assistance to project team on livelihood for effective and result based implementation of the livelihood activities

Liaise with all relevant units to ensure a coordinated planning and implementation of the livelihood activities.



**Responsibility 2:** Support on the provision of community based awareness raising sessions and training of service providers in disability issues.

**Aim:** Contribute to increased awareness and understanding of disability within the local community therefore mobilising the community to increase the inclusion of persons with disabilities.

**Benchmarks:** Training tool kits about disability awareness raising, reports about awareness sessions and attendance records, increased uptake of services offered.

**Activities:**

Work with the project manager with support from livelihood technical advisor to create context relevant training and awareness raising packages for use in the target communities.

Liaise with relevant stakeholders (such as disabled people's organisations, local leaders and FSL) to establish partnership and identify the most effective way to raise awareness about disability, and support other HI staff, when relevant, on the delivery of disability awareness sessions to the local communities.

Provide community based awareness sessions on disability issues and the rights of persons with disabilities

Provide relevant trainings about inclusive livelihood to service providers and provide follow up to increase knowledge of service providers on disability mainstreaming.

Liaise with rehab team to conduct radio talk shows on issues of socio economic inclusion for PWDs.

**Responsibility 3:** Participate in creating a referral network for persons with disabilities through raising awareness with other stakeholders and supporting persons with disabilities to access locally available services.

**Aim:** Contribute to increased opportunities for the inclusion for persons with disabilities with regards to access to services.

**Benchmarks:** Documentation of referrals to local stakeholders (livelihood training/opportunities, etc); client files; reports with regards to training or awareness raising provided; monitoring tools completed for increased awareness.

**Activities:**

Build and maintain strategic partnership with key stakeholders including the private sector, financial service providers and government stakeholders to facilitate referrals of persons with disabilities to access socio-economic services and employment opportunities.

To support development of a referral systems and support the referral of persons with disabilities to access existing livelihood opportunities and follow up in the community where necessary.

Provide awareness, practical support and guidance where possible to relevant stakeholders about how to adapt and include persons with disabilities in their activities.

**Responsibility 4:** To document and record activity in line with HI policy and procedure and in line with government requirements in South Sudan.

**Aim:** Contribute to ensuring that all data about landmine/ERW victims and persons with disabilities is collected and stored in a database. This ensures detailed and accurate reporting.

**Benchmarks:** records of supported people; database of relevant information collected; copies of completed IMSMA database forms when relevant.

**Activities:**

Use HI's assessment form, follow up forms and manage the data based on work ethics and confidentiality.



Reports on a daily, weekly, monthly, basis and submits mission activity reports to the Project Manager.  
Compiles any other reports upon request and submit to the Project Manager  
Maintain and store files of beneficiary's data and other documents in line with HI policy and procedures.  
To work with other HI staff to create a reliable and accessible filing and documentation format/system.

**Responsibility 5.** Demonstrate ethical and professional practices

Respect and promotes HI's Policies and reports any breaking of HI's policies amongst the teams or partners.

Report any incident or act that causes any harm to beneficiary or to others.

Interact with children with the presence or/and permission of their parents or caregivers

Respect beneficiary confidentiality. And always respect a refusal of treatment.

**Others**

Ability to be deployed on short notice to remote areas around the country with limited access to services (E.g. network, accommodation).

Ability to adapt to the duration of the mission from one week up to three months on the field.

Any other duties and responsibilities assigned by the line manager that is within the post-holder's expertise and experience.

**Note:** This job description is not exhausted and the staff member may be asked from time to time to perform duties over and above those described here. The staff member is also expected to maintain confidentiality of all beneficiaries and internal information at all times.

**Professional skills**

University degree or diploma in Business administration, Economics, Agriculture, microfinance studies, Development studies or any other related field.

Proven experience in implementing cash based programs or any relevant experience

At least 3 years' relevant experience working with NGO's in the development/humanitarian field

Experience in community development and working with vulnerable groups

Work and/or personal experience of working and providing support/trainings to persons with disabilities would be advantageous

Good knowledge of the geographical area of Juba/Yei and of the local culture and languages.

Ability and past experience training others and speaking in large group settings

Excellent interpersonal skills – oral and written. Cross-cutting skills

Excellent communication skills and an ability to demonstrate empathy and understanding towards the target group

Ability and confidence to speak in front of a large group in both English, Juba Arabic and Bari

Good written and spoken English and Bari; Juba Arabic also advantageous.

Good computer literacy skills with proficiency in MS word, power point and excel.

Willingness to travel extensively within or outside of Juba and to remote locations

Ability to work with others in a team

N.B. Females are encouraged to apply.

## **Qualification and Experiences**



- At least 3 years of experience working with INGO and civil society.
- Experience in implementing agriculture and income generating activities.
- Experience in implementing cash based programs.
- Experience in cash transfer programs and market assessments.
- Experience working in areas of conflicts or under-resourced context.
- Good experience in providing support/trainings to persons with disabilities.
- Experience in developing training materials and facilitating trainings on livelihood.
- Good knowledge of computer and report writing.
- Willingness and ability to work with people with mental health problems or disabilities
- Good knowledge of community mobilization methods and tools
- At least 2 years of experience in conducting awareness and community mobilization activities
- Basic computer literacy and reporting skills
- Previous exposure in mental health & PSS, GBV and humanitarian response will be advantage.
- Candidate worked with Humanity & Inclusion will be given preference
- Well versed with the reading and speaking in English and Arabic
- Good communication, interpersonal, team spirit and leadership skills.

### **HOW TO APPLY**

Qualified Candidates are to submit their CVs and Cover Letters clearly mentioning the Position in the Job title as indicated above.

You can submit your CV and Cover Letter to:

**Human Resources and Administration Department, Humanity and Inclusion, Plot number 20A, BLOCK BXV1, Hai Amarat, Havana Street, or Off Airport road, next to Crown Hotel, Juba- South Sudan. Email: [recruitment@southsudan.hi.org](mailto:recruitment@southsudan.hi.org)**

NOTE: Due to urgent need for the position, screening and shortlist may be done on daily basis as CVs come and the position may be filled before the expected start date.

**Humanity and Inclusion is an equal employer and encourages applications from qualified Female candidates and persons with disabilities.**

