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Approved
28/12/2020

CARE SOUTH SUDAN

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services and improving governance.

CARE has been a consistent presence in the country over the past four decades delivering relevant services, strengthening strong relationships with local communities, while remaining impartial. CARE's mandate 'fighting Poverty, defending dignity' and our explicit focus on women and girls compel us to continue our work in South Sudan. Our interventions start at community level where we respond to emergencies, build peace and strengthen resilience. Together with our partners, we:

- Address needs and vulnerabilities in emergencies
- Defend and promote gender equality and rights
- Empower women and girls to achieve a more inclusive South Sudan.

Position:	Project Officer
Department:	Gender and Protection Programmes
Location:	Wau/Pariang (2 position)
Reports to:	Project Manager

PURPOSE OF THE JOB

The Project Officer will support the implementation of women peace and security, gender-based violence with a component of livelihood opportunity. S/he will work with the Project Manager and other implementing partners in the field to follow-up and take action on relevant activities in a timely and effective manner. The incumbent will also be expected to undertake consistent follow up with key partner, women rights organizations and youth organizations, coordinate with local authorities and other key stakeholders ensuring timely implementation and reporting on project by staff under his/her supervision and partners. The Project manager will also be a focal person for Women, Peace and Security component. S/he will work closely with Country Gender and Protection Advisor to design strategy and extend support on WPS for CARE SSD

SPECIFIC RESPONSIBILITIES:

Responsibilities of the Project Officer include, but are not limited to, the following:

- Develop project overall implementation work plan with support and consultation with the program coordination, M&E and head of program and resource mobilization.



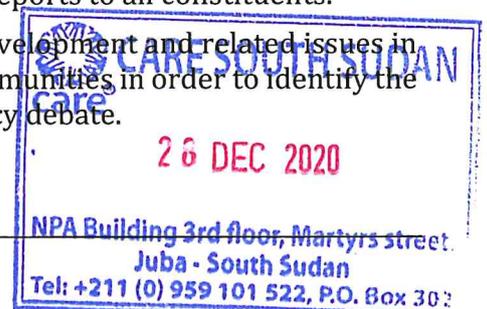
- Implementation of general protection, women leadership program, peacebuilding and ensuring technical quality and standards are considered and respected during the project implementation including but not limited protection monitoring, awareness raising and sensitization, community-based protection approaches, peacebuilding and capacity building.
- Support the project manager in developing new or adapted activities, awareness raising materials, training curriculums, FGDs, safety audit questionnaire and M&E tools with the M& E Manager, Project Assistant and other program teams.
- Take the lead in preparing all field related reports of conducted activities including according to the project implementation matrix.
- Facilitate harmonization and dissemination of national guidelines and treatment protocols for life saving procedures in relation to CO VID 1 9 pandemic response under the high-level task force.
- In collaboration with Monitoring and Evaluation (M&E) Manager, support project monitoring and evaluation in coordination with the project assistants, partners and beneficiaries during project activity implementation.
- Ensure the project is implemented in accordance with relevant coalition for humanity technical guidelines and standards.
 - Ensure the proper project budget utilization and physical targets achieved are reviewed throughout the project implementation period.

Project Planning & Implementation

- Oversee all projects/activities and components to ensure the effective and efficient delivery and implementation of activities are in line with CARE and donors' standards for program quality control and assurance.
- Ensure all project/activities integrate conflict and gender sensitivity into project management cycles
- Build relationships and partnerships with key government agencies/institutions and identify areas of support for policy- planning and decision-making to address peacebuilding, community advocacy & governance issues.
- Provide technical advice and assist in the design of training, strategic planning and other activities to build understanding of and to operationalize peace-building, conflict prevention, community advocacy and governance concepts.
- Strengthen the capacity of local implementing partners, community based structures such as chiefs and local authorities to enable an articulate contribution to the development of peacebuilding strategies, advocacy governance policies at local, state and national level.
- Engage and participate in donor partnerships with and between civil society and other non-state actors active in the field of peace-building, advocacy and governance at the operational level in the States.

Communication, Engagement and Advocacy

- Participate actively in contributing to documentation of 'success stories' and other information to demonstrate results/impact of initiatives undertaken by CARE staff and partners and enhance the overall quality of performance reports to all constituents.
- Monitor debates on peacebuilding and advocacy sector development and related issues in South Sudan with a specific focus on conflicts ravaged communities in order to identify the best opportunities for CARE to provide input into the policy debate.



- Contribute to research and writing of reports and briefings on relevant peacebuilding, women leadership and advocacy development issues in South Sudan.
- In the absence of the Project Manager, the project officer will represent CARE at meetings, conferences and seminars related to the peace building, Gender/protection and advocacy.
- Develop strong networks with international (INGO, UN, Donors) and national actors (Government, Think Tanks, Civil Society) around key peace building/conflict resolution issues including gender, and women leadership which is central to CARE program. This includes developing mutually beneficial partnerships to support joint messaging and influencing strategies with international and national actors.

Experience & Knowledge:

- 3 years plus administration or project management particularly in the field positions is desirable.
- Extent and relevance of experience in Programme/project formulation, analysis, implementation and monitoring.
- Ability to develop plans for the implementation and coordination of project operations in Juba and fields Understanding of peace/advocacy methodologies and content
- Familiarity with the NGOs Code of Conduct

Minimum Requirements:

- Degree in Gender and Development studies, Peace and Conflict Studies or Institutional Development
- Experience in program administration, operating procedures, oversight and monitoring
- Ability to work with database applications
- Knowledge of project funding procedures and guidelines.

Specific Skills/Knowledge/Abilities

- Communication/Result focus
- Interpersonal and Teamwork
- Planning and Organization
- Building effective relationship
- Knowledge sharing and continuous improvement
- Training Ability
- Facilitation skills



Core Skills:

- Thorough familiarity with word processing, spreadsheet, and project scheduling/work-planning.
- Ability to work effectively as a team member and independently,
- Ability to manage multiple priorities under pressure and to meet short- and long-term deadlines
- Demonstrated experience in budget and financial management
- Excellent written and verbal communication skills
- Excellent critical and creative thinking and analytical skills

Additional Information:

- All candidates should possess computer/word processing skills
- Able to operate the following; Microsoft word, Excel, PowerPoint.
- Able to connect to connect online Communications (including website and social media applications) and all relevant online meeting connection: Zoom, skype and team meetings.

HOW TO APPLY

The position will be based in **Wau/Pariang**. This position is **ONLY** open to **South Sudanese Nationals**.

Opening Date **28th December 2020** and Closing date CARE South Sudan receiving application will be **15th January 2020**.

Applications and CVs should be delivered to: jobs.southsudan@care.org or Hand delivery to: **CARE Office NPA Building 3rd floor, Martyrs Street or Wau/Pariang Field offices.**

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

