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Approved by  
mol 30/6/2022  
[Signature]



**Handicap International**  
**Job Profile- Project Officer (Sexual Reproductive Health)**

Title: Project Officer-Sexual Reproductive Health (SRH)  
Reporting to: Project Manager  
Contract Duration and Type: 1-year fixed Term Contract  
Advert running from: 30<sup>th</sup>, June 2022 until 19<sup>th</sup> July 2022

**ASSIGNMENT/JOB DESCRIPTION**

The aim of this project is to ensure equitable access to family planning and sexual and reproductive health services, prioritizing the most underserved women and girls, particularly youth under 20, the very poor, and marginalized populations (including persons with disabilities, internally displaced people and affected by humanitarian crisis and people living in hard to reach areas. WISH consortium in South Sudan that includes Humanity and Inclusion, Reproductive Health Association of South Sudan (RHASS) led by International Rescue Committee (IRC) brings together service delivery experts and specialists in the field of health systems strengthening, advocacy, and social behaviour change communications, disability inclusion and humanitarian expertise

The project office (PO) will be line-managed by the WISH-project Manager, who is in turn managed by the operational Manager. A Chief of Party and a Global Technical Manager regional manager based in Uganda will support both the project manager and the project Officer – SRH with technical assistance in order to ensure the overall quality of the action’s outputs. For this reason, the project officer –SRH will report to the project manager (PM). Women’s Integrated Sexual Health (WISH) based in juba. S/he will be responsible for conducting trainings, workshops, and other inclusion activities with Consortium partners in Juba, Yei and Bentiu.

The overall objective of the position is to implement project activities aimed at improving access to and use of disability inclusive SRH services by mobilizing PWD and OPDs members by assessing barriers to access to integrated packages of essential services (IPES) and wider SRH services. The PO also expected make sure that consortium partners, cluster members, SRH providers actively include DPO members and PWDs in their target population for SRH services.

**Linkages** throughout the life of the project the PO is expected to work with the following people and organizations:

**CHAIN OF COMMAND**

Under the authority of:

Project Manager

Responsible for:

**WORKING RELATIONS**

Internal:

- Operations Manager
- Country and Area Finance Department
- Country and Area Administration
- Country and Area Logistics department
- Country and Area Security Focal Points

<p><u>Responsible for:</u></p> <p>All project Team under his/her supervision</p>	<ul style="list-style-type: none"> <li>- Country and Area Administration</li> <li>- Country and Area Logistics department</li> <li>- Country and Area Security Focal Points</li> <li>- MEAL</li> </ul> <p><u>External:</u></p> <ul style="list-style-type: none"> <li>- Donors</li> <li>- National Authorities</li> <li>- National and International Partners (including working groups and coordination bodies)</li> </ul>
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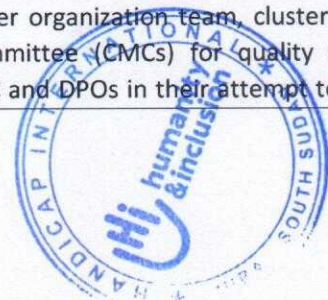
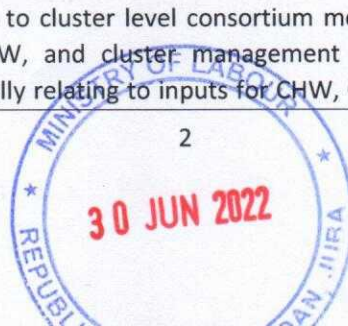
**Background**

HI has been operating in South Sudan since 2006, implementing emergency and development actions aimed at improving protection, quality of life, and the promotion of rights of vulnerable individuals, including people with disabilities; persons with mental health issues; survivors of Sexual and Gender Based Violence (SGBV); Elderly Persons in need (EPN), and Orphans and Unaccompanied Minors. HI's current operations are centered in POC and IDP sites outside Juba city; as well as the host communities of Yei and Yambio in Central Equatoria and Torit in Eastern Equatoria, with the Country Office based in the capitol of South Sudan, Juba. Since 2016, HI has been operating an emergency mobile (or flying) unit responding to the needs of people with MHPSS (Mental Health & Psychosocial Support) needs and disabilities in the greater Upper Nile, Unity and Jonglei states. Overall, about 50,000 direct beneficiaries (people with disabilities and other most vulnerable) are being targeted through MHPSS and Livelihood projects, with a strong emphasis on mainstreaming disability inclusion. HI current programs are funded by ECHO, DFID, MOFA Luxembourg and SSHF –South Sudan Humanitarian Fund- among other donors. As part of its 2019-2020 strategy, HI South Sudan is repositioning to rejuvenate programming in Protection, and to expand its program interventions in Health (WISH) and Food Security & Livelihoods (FSL).

**Key Responsibilities**

**Project implementation and management support**

- Develop annual and quarterly project activity plan, in collaboration with project site-based consortium member staff, local go with the validation of the project manager.
- Responsible for liaising coordination cluster level HI activities with consortium members staff, local government partners, community health workers (CHW) and DPOs.
- At baseline, assess capacity of all cluster facilities to provide inclusive integrated package of Essential services (IPES) using IPPF's Quality of Care (QOC) assessment tool and build the capacity of the comprehensive health facility to provide inclusive IPES to serve as a referral facility.
- Provide a bi-monthly activity plan.
- Effectively plan, organize and implement events including workshops, awareness-raising campaigns and experience sharing opportunities with the PM.
- Provide technical inputs to cluster level consortium member organization team, cluster health facility staff, DPOs, CHW, and cluster management committee (CMCs) for quality activity implementation, especially relating to inputs for CHW, CMC and DPOs in their attempt to reach



more persons with disabilities reproductive age youths of age 15 to 20 years into FP/SRH programs services.

- Participate in the development of project quality and monitoring quality indicators of the project.
- Contribute to formative, quantitative and client- centered research to identify key health behaviour determinants targeted by the project.
- Maintain M&E system and feedback mechanism including maintaining proper database for activities with the support of MEAL Officer.
- Make regular field trips to project sites to meet with CHW, PWP and beneficiaries, and visit cluster health facilities services to monitor quality of activity implementation as assigned by the project manager.

#### **Proper documenting and record keeping**

- Ensure proper documentation and efficient use of project's resources
- Produce terms of reference and activity reports for each activity implemented.
- Coordinate with implementing and local partners to provide inputs for the periodic reports to submit to the project manager as required by the donors (consortium lead) and government cosignatories
- Carry out regular recording and reporting of activities, field trips and meetings; in coordination with other team members.
- Compile monthly, project activities report, and submit to PM.
- Use Washington Group Tools for the disability inclusion data collection
- Maintain a database of information on the project (gender, age, disability disaggregated).
- Participate in compiling lessons learned, designing and implementing events for exchange of project experience.
- Ensure effective recording and dissemination of results of model of capacity building programs for CHW, CMC, local government and consortium partners and DPO capacity building.
- Contribute to designing system to compile and disseminate good project practices.
- Ensure regular recording of field trips and activity implementation related to project implementation.
- Prepare and submit monthly time sheet to the project manager- PM.

#### **Develop resources and conduct capacity building/awareness-raising initiatives**

- Develop training resources to build the capacity of the OPDs, CHW, cluster health facility team and community on inclusive RSH service access and use.
- Develop interesting and user-friendly awareness-raising material/manuals.
- Conducting stimulating and effective training and information sessions.
- Conduct training need assessment and training of target beneficiaries, CHW, local FP/SRH service providers (public and private) and OPDs and develop Training TORs.
- Liaise with M&E officer in monitoring and evaluation to ensure the sensitization and training to relevant community actors inclusive SRH have improved.
- Maintain a high quality of work
- Study and maintain a high level of knowledge and skills in understanding disability, inclusive family planning and sexual reproductive health service and methodologies for inclusion of person with disabilities.



- Coordinate with WISH\_PM to ensure the project and its activities comply with local laws and regulations, HI standards and donor requirements.

**Responsible for implementing the safeguarding policies at project level**

- Prepare work plans and implement safeguarding (child protection, PSEA ) activities.
- Ensure that the CHW and local partners is aware of the safeguarding policies and facilitate trainings to build their capacity in this regard
- Ensure that safeguarding policies are implemented at all levels in its project site
- Ensure that project beneficiaries are aware of these policies and promote to report any concern regarding child protection or PSEA
- Monitor and document the progress of child protection and PSEA activities.
- Report immediately any concern, incident to the PM/PD concerning child protection and PSEA.

**Capacity building**

- Implement sensitization and capacity building activities to ensure disability inclusive monitoring and evaluation practices, systems and tools through the collection of reliable and comparable disability data (by using the Washington Group set of Questions and barriers and facilitators assessments)
- Sensitize all WISH staff on disability in South Sudan, disability inclusive SRH and relevant global and organizations frameworks and commitments (FCDO Disability framework, CRPD, the WHS charter, National Disability and Inclusion Policy, UNHCR guidance note and the future IASC guidelines on the inclusion of persons with disabilities in humanitarian action)
- Contribute to the organization of regular capacity building initiatives and participative workshops and with consortium partners and help to provide recommendations on disability inclusive SRH services.
- Provide sensitization and capacity building initiatives to all HI staff within the FCDO WISH project and help to develop and update an induction package for all staff
- Ensure that beneficiaries and partners are aware and comply with HI protection policies including the code of conduct and PSEA policy –Prevention of Sexual Exploitation and Abuse.
- Conduct meeting with OPDs task team in Juba and Yei to agree on the roles and responsibilities those OPDs will be tasked to perform for the year and develop action plan with my support and James.
- She/he will be updating the list of facility focal persons selected during last year health workers training so that she can easy link up with them while updating SRH actors in all cluster for referral purpose of developing actors' directory or address book for referral to SRH services.
- Organize training for dissemination of the directory and referral tools to the OPDs (Address book, posters presenting the referrals network, leaflet presenting the referrals system, referral forms).
- She/he will be Supporting OPDs Task team in conducting awareness raising in the DPOs groups and communities on SRH services based on the medical knowledge.
- He/She will be coordinating OPDs with focal person in the facilities in terms of referral and follow up.
- On regular bases, she will be providing information to services users during follow up with OPDs in-case persons with disabilities need more assistance on SHR services to create demand for FP.
- She/he will be Monitoring and supporting OPs task team on their weekly activities and identify training needs for OPDs Task team and plan for the training on referrals system.



- Work closely with OPDs in developing awareness messages that encourage person with disabilities to access SRH services to create more demand for SRH services and reduces misconceptions on FP among persons with Disabilities and services providers by providing accurate information on SRH.
- Together with Project Officer -SRH, he/she will also facilitate and Coordinate the formation of Inclusive disability inclusion committees (IVHC) and regular which will comprise of SRH facilities focal persons, Community health mobilizers and OPDs members and coordinate monthly DIC meetings with to get feedback from both sides.
- While in getting feedback, she will be able to identify training need for services providers during the DIC meetings, follow up at facilities, and plan for training on ISHR.
- He/she will be providing monthly reports on activities done awareness raising, DIC meetings, referrals, community mobilizations and training need assessment and plans)
- Document best practices, lesson learnt.

#### Documentation and reporting

- Regularly reporting on the activities of the WISH program (activity reports, meeting minutes, attendance sheets, milestones reporting, review weekly and monthly objectives, etc.) in compliance with M&E tools as per requested by the project manager.
- Follow-up and update capacity building and sensitization plans based on the identified needs, interest and feedback
- Contribute to the production of barriers and facilitators assessment reports, reporting of evidence-based practices and lessons-learned in collaboration with WISH project Manager.
- Help monitor and evaluate the relevance of implemented activities together with the project manager according to the desired outcomes of the disability inclusive SRH and contribute to the collection/compilation of relevant data for internal and external monitoring and reporting purposes as required.
- Maintain activity database properly ensuring that information entered in the database are accurate for reporting.

#### Representation

- Representation of the disability mainstreaming approach as per program strategy within all kind of coordination meetings (Government meetings, clusters, working group, as relevant) when needed
- Representation of HI towards local authorities and local associations upon request
- Report any relevant information and analysis related to disability mainstreaming to relevant stakeholders
- Ensuring coordination and coherence of our intervention amongst local and international actors, avoiding duplication and promoting complementarities
- Attend coordination meetings, working groups and travels to field locations implement and monitor the activities
- Participate in preparation of procurement plans and initiation of procurement process as well as delivery of supplies and IEC materials to user locations or beneficiaries.

#### Other

- Any other relevant duties and responsibilities assigned by line manager or the Project Manager.



### **Eligibility/Qualifications**

#### **Education & Qualification**

- Bachelor degree in public health or community health or related field
- Minimum of 3 years of programmatic technical experience in SRH/FP programs funded by donors
- Knowledge of family planning and other public health-related fields
- Knowledge and understanding of working in partnerships. DFID funded projects preferably and other donors;
- Experience in community development and community mobilization.
- Hand-on experience in the development FP/SRH strategies, specific to the context South Sudan/project site fight against gender inequalities and social norms.
- Knowledge of local languages and command of English in an asset.

#### **Skills**

- High degree of confidentiality
- Computer literacy (word, Excel and power point)
- Diligence and attention to detail.
- Good interpersonal and communication skills.

#### **Language:**

- Fluent in English

Global knowledge on disability inclusion in humanitarian action is desirable.

### **HOW TO APPLY**

You are required to submit your motivation letter and CV of not more than 5 pages clearly explaining how your suitable for this position.

Submit to:-

**Human Resources and Administration Department, Humanity and Inclusion, Juba Office: Plot No 298, 3K South Hai Juba Na Bari, Tongpiny opposite Indian Embassy not later than July 19<sup>th</sup> 2022 or my email to [recruitment@southsudan.hi.org](mailto:recruitment@southsudan.hi.org)**

**This is a National recruitment**

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

