



Appel de Genève / Geneva Call is looking for: Project Officer (2 positions)

Geneva Call is a neutral and impartial non-governmental organization dedicated to promoting respect by armed non-State actors (ANSAs) for international humanitarian norms in armed conflict and other situations of violence, in particular those related to the protection of civilians. Geneva Call is currently focusing its efforts on banning the use of anti-personnel mines, protecting children from the effects of armed conflict, prohibiting sexual violence in armed conflict and working towards the elimination of gender discrimination.

Appel de Genève / Geneva Call is a private, not-for-profit humanitarian organization founded in 1998 under Swiss law.

In the Republic of South Sudan, Geneva Call implements activities aiming at a better protection of the civilian population. This includes liaising with armed stakeholders and communities.

Geneva Call is looking for **Project Officer (2 positions)**.

Duty Station: **Juba**

Roles

Under the supervision of the Head of Programme, the Project Officer is in charge of the implementation of project activities as part of Geneva Call's programme to enhance the protection of civilian population in the Republic of South Sudan in accordance with GC policies and procedures and relevant donor guidelines.

Activities

Planning, Coordination & Reporting;

- Participate in the drafting of annual and monthly programme plans, budgets, and project activities monitoring plans in consultation with Head of Program, Support Coordinator, and other team members;
- Monitor and report on all project expenses of budgets and available funding, including supporting documents;
- Responsible for quality project implementation and monitoring in accordance with Geneva Call and donor work plans, budget and procedures;
- Manage safe-keeping of information and knowledge, including filing of programme documents and materials;
- Collect and analyse, through regular field missions, information relating to the context, conflict situation, humanitarian needs and potential impact on Geneva Call's work in project area(s) and relay this to Head of Program.

Partnership management;

- Maintains a close work relationship with partners and in particular Project Manager of partnering organisation.
- Seeks partner's highest level of engagement and anticipates/reports on shortcomings (activities administrative, other).



- Plans with partner, anticipates and proposes solutions on the activities, constraints, capacity building.

Communication and External Relations Management;

- In coordination with the Head of Program, engage local and international organizations regularly;
- Assist Head of Program in engaging senior officials and other key stakeholders;
- Support Head of Program to produce external communications materials in coordination with Country Director and global/regional Communications team(s);
- Draft speaking points and messages for Geneva Call including country team members;
- Provide material (photos, videos, stories from the field) about the project and timely reports to showcase project outcomes and achievements;
- Support implementation of communications strategy including activities, campaigns, events and other initiatives

Security Management;

- Monitor the security situation vis-à-vis the project, project partners and Geneva Call, preparing risk assessments and suggesting mitigating measures to the management of Geneva Call in South Sudan and following up on incidents as necessary;

Main qualifications

- The candidate should have an academic qualification (Bachelor Degree in Social Science, preferably in Political Science, Sociology, International Law or IHL/IHRL)
- Minimum 3 years work experience with International NGO in the same field
- Ability to work anywhere within South Sudan.
- Ability to communicate well in English and Arabic.
- Previous experience from working in complex and volatile contexts;

Assets;

- A prior experience of interacting with armed stakeholders
- A prior experience of interacting with religious and community leaders

Conflict of interest

Any candidate affiliated to, or openly supporting, one or more interest groups opposed to the Foundation's principles and values, or whose previous position could engender safety issues for co-workers at Appel de Genève / Geneva Call, will be excluded from this selection process.

Conditions

- Must be a South Sudanese (national).
- Time bound contract (12 months, with possibility to extend),
- Preferred start date : 2nd January, 2022
- Based in Juba and with frequent travel to the field sites.

Application

To apply, please send your cover letter, CV, work certificates / recommendation letters in PDF format to hr-field-vacancies@genevacall.org with Ref: "Project Officer" **not later than Friday 23rd December, 2022.**

NB: Hand delivered applications will NOT be accepted.

All applications will be kept confidential. Please note **only** shortlisted candidate will be contacted for further process.

