

50-H-3
Approved by
Inspector of Labour
01/02/2024



Terms of Reference (TOR)

Position:	Affected Population (AAP) Officer – 2 positions
Location:	AKOBO West County, Jonglei State
Duration:	1 year
Report to:	Education Coordinator
About Aid Link Organization (ALO):	<p>Aid Link Organization (ALO) is a women-led, non-profit, non-governmental, non-political, and non-sectarian National NGO. It was incorporated in 2013 and is legally registered with the Relief and Rehabilitation Commission (RRC) at the national level under the NGO Act of 2016, operating under the Ministry of Humanitarian Affairs in the Republic of South Sudan, with Certificate Reg. No.: 1691.</p> <p>Vision: Functioning to advance and sustain values, ALO aims to create an enabling environment and processes in which every woman and girl can exercise her human rights and live up to her full potential.</p> <p>Mission: ALO is dedicated to advancing social, political, and economic equality for women and girls, setting global standards for achieving gender equality in South Sudan.</p>
Position Summary:	<p>Aid Link Organization (ALO) is recruiting an Accountability to Affected Population (AAP) Officer under the education program funded SSJR in collaboration with Save the Children International (SCI). The AAP Officer, reporting to the Education Manager, will be responsible for establishing and strengthening mechanisms that ensure the voices of the affected population are heard, and their needs are considered in program planning and implementation.</p>

1. Purpose of Assignment: Under the direct supervision of the Education Coordinator and with funding support from SSJR in collaboration with Save the Children International (SCI), the Accountability to Affected Population (AAP) Officer at Aid Link Organization (ALO) will play a key role in ensuring that the education program prioritizes and responds to the needs of the affected population. The primary purpose is to establish and strengthen mechanisms for community feedback, participation, and transparent communication.

2. Job Descriptions:

Community Feedback Mechanisms:

- Develop, implement, and manage effective community feedback mechanisms to ensure the voices of beneficiaries are heard and considered in program planning and implementation.
- Facilitate regular consultations and surveys to gather community perceptions and feedback on education initiatives.

Participation and Representation:

- Organize and facilitate community meetings, focus group discussions, and other forums to promote active community participation in decision-making processes.
- Represent the views and concerns of the affected population in internal program meetings and discussions.
- Participate in program coordination meeting and progress against activity and budget.

Information Dissemination:

- Ensure timely and transparent communication of program information to the affected population, including project updates, achievements, and changes in program activities.
- Develop and disseminate information materials in accessible formats.

Capacity Building:

- Build the capacity of community members to engage in meaningful participation and provide feedback through training and awareness sessions.
- Collaborate with other program staff to integrate AAP principles into program activities.
- Train staffs and volunteers on AAP principles and practices.

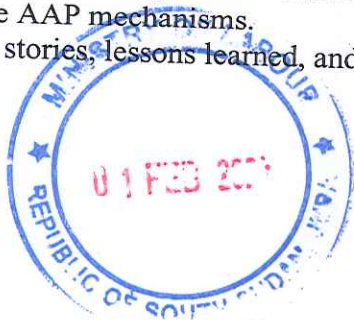
Complaints and Response Mechanism:

- Establish and manage a complaints and response mechanism, ensuring that complaints are handled promptly, respectfully, and confidentially.
- Analyze complaints and feedback to identify trends and inform program improvements.

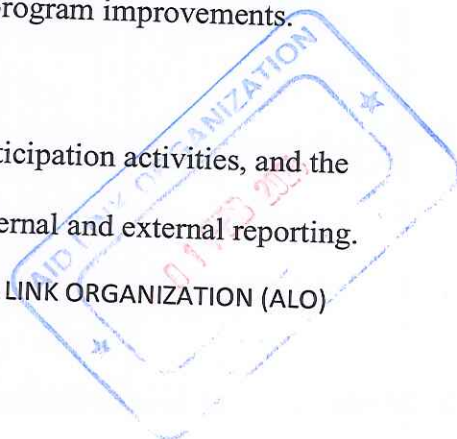
Reporting:

- Compile and submit regular reports on community feedback, participation activities, and the effectiveness of the AAP mechanisms.
- Document success stories, lessons learned, and challenges for internal and external reporting.

ToR AAP Officer



AID LINK ORGANIZATION (ALO)



3. Qualifications and Competencies:

Education & Other Skills:

- University degree in humanitarian/development studies, social sciences, or a related field.
- Strong communication, facilitation, and interpersonal skills.
- Work experience in data management, humanitarian assistance and social work.
- Proficiency in written and spoken English; knowledge of the local language is an advantage.

Work Experience:

- Minimum of two years of experience in a role related to community engagement, accountability, or humanitarian work.
- Experience in implementing AAP mechanisms within education programs is desirable.

Competencies/Skills:

- Understanding of AAP principles and commitment to ensuring community participation in program activities.
- Analytical and problem-solving skills with the ability to identify trends and make recommendations for improvement.
- Strong organizational and report-writing skills.

ALO Values: ALO upholds the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. The organization values inclusiveness, transparency, accountability, agility, innovation, collaboration, and sustainability. Join ALO in ensuring that the voices and concerns of the affected population are central to the success of education programs.

Application Information: Interested candidates are invited to submit their cover letter copies of education documents and CV to info.aidlinkssd.hr@gmail.com with the subject line "AAP Officer Application - [Your Full Name]." Hand deliveries can be done on the following physical address: [Hai Mijiki third class, Jebel Souk](#), for more information please contact this number: +211 922 227 617

Applications close on **20th February 2024**. Only short-listed candidates will be contacted for an interview.

Recruitment will be on a rolling basis

Female candidates and persons with disabilities are highly encouraged to apply

Only short-listed candidates will be contacted for an interview.

ToR AAP Officer

