



Date: 14TH September 2023

RE: NON-RELOCATABLE JOB ADVERTISEMENT: GENDER OFFICER

BASE LOCATION: Tonj North of Warrap State with frequent field travels to Wau and other location when assigned.

TITLE: Gender Officer

REPORTING TO: Head of Program

Matrix Managed: Field/Gender & protection Coordinator

50-113

14-09-2023



LINE MANAGEMENT RESPONSIBILITIES: GBV caseworkers

CHILD SAFEGUARDING:

Level 3: The role holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) *or* intensively (e.g. four days in one month or more or overnight).

ROLE PURPOSE:

Reporting to the Gender & inclusion protection, the Gender Officer will ensure the IRSS programs achieves the Gender Equality outcome results and is of high quality, mainstreams gender approaches by documenting and utilizing learning and knowledge from within and outside of Islamic Relief South Sudan to develop/design and improve programs to achieve high impact.

KEY WORKING RELATIONSHIPS

- Has regular contact with all staff in the Field Office. Close contact with the Field Coordinators and programme staff in field

SCOPE AND AUTHORITY

Scope of the Role:

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff.

Responsibility for Resources: None.

KEY ACCOUNTABILITIES:

1. Supporting development and implementation of Islamic Relief South Sudan projects on Gender Equality outcome results (40%)

- Coordinate all Gender result activities for Islamic Relief South Sudan to ensure the projects achieves its gender outcomes.
- Coordinate and take a leading role in the development and implementation of the Project Gender Strategy using collaborative methods to work with IRSS.
- Oversee the development, update and implementation of the gender analysis and strategy to deliver on the Gender Equality outcomes outlined including the Capacity Building plans.



MAIN OFFICE

IR.SS. Along Unity Road
Plot No.54, Block B-xvi
Hai. Cinema, P.O Box 353
Juba South Sudan
Tel: 0922680304

WAU OFFICE

Hai Darajat
Tel: 0916287894
0929732333

WARRAP OFFICE

Along the Warrap - Akop Road
Tel: 0920522368

KAPOETA

Narus Compound
Diocese of Torit
Tel:0925609594

Website: www.islamic-relief.org
RRC Reg No.051

- Ensure mainstreaming of gender approaches in the MEAL system design and implementation with support from the MEAL Coordinator and Head of Program.
- Support gender related tools development, testing, and management that will ensure timely and user-oriented gender related data collection and reporting.
- Promote and support the dissemination of gender related Program information among the Program team.
- Contribute to concept and proposal development in gender, livelihood, and other IRSS thematic areas.
- Contribute to the gap analysis in the areas of livelihoods, protection and GBV and Humanitarian response in South Sudan.
- Represent Islamic Relief South Sudan and the Projects in various gender meetings, networks and opportunities to support the project at county and state level .
- Liaise with the Head of Program to share models, tools and best practices for the project

2: Reporting, Documentation, Knowledge management and Learning support (25%)

- Coordinate and guide partners in their gender equality results reporting and documentation responsibilities. Ensure that the reporting meets the evidence and communications needs of IRSS.
- Review project gender equality outcome results achievements against indicator targets with a view to strengthening reporting, planning, implementation as well as decision making.
- Keep up to date project gender related data and reports for reference by the program team as well as other stakeholders.
- Provide gender outcomes data for internal and donor reports as well as internal documentation and reporting systems.
- Take lead in documentation of lessons learnt and best practices as well as dissemination on the same.
- Provide technical support in filling in the Gender marker accurately during reporting and designing new projects for layering on the existing ones.

3: Capacity building of staff and partners and technical Support on Gender Equality Results outcomes (35%)

- Facilitate the active participation of partners in the design and implementation of the gender analysis and gender strategy.
- Together with Head of Program and Gender Coordinator design and implement a gender outcome capacity strengthening strategy based on a participatory capacity assessment and capacity strengthening and building plans.
- Guide and support in the implementation of the Gender strategy and any other agreed gender equality results in line with Program proposal/Design.



- Support in conducting gender equality targeted evaluations, including design, support in data collection, management and analysis working closely with the MEAL Coordinator.
- Contribute to the development of project annual operating plan, ensuring alignment of the gender equality results with program approach and achievement of annual target indicators.
- Capacity build and provide mentorship to GBV case workers and volunteers on case management and GBVIMS documentation of the project cases ,

PERSON SPECIFICATION

Qualifications

- A Bachelor's degree in a relevant area, e.g. gender studies, social sciences, agriculture or development studies.
- At least 2-3 years of relevant professional experience in coordination, planning, integration, advocacy for/in gender equality and women's empowerment; experience in humanitarian settings and with humanitarian clusters required;
- Extensive technical knowledge regarding gender in humanitarian action, GBV, such as humanitarian planning and implementation instruments and processes, would be a strong asset;
- Advanced Conversational skills in English and Arabic including other local languages.
- Skilled in the following competencies: Leadership, Accountability, People management, Team work & Collaboration, Beneficiary & Client focused.
- Well familiar with GBVIMS data records skills.

DESIRABLE

- Familiarity with the Millennium Development Goals, Sphere Standards, Do no harm policy, Red-Cross/Red-crescent Code of Conduct, Humanitarian Accountability etc.
- Ability to work in unfriendly, insecure environment under pressure with minimum supervision.

How to apply.

Interested candidates should submit their applications letter briefly describing a motivation for the position and highlight relevant experience, updated Curriculum Vitae (CV), National ID and copies of certified certificates to official email address: IRSS.recruitment@islamic-relief.com.ss

Hand delivery to IRSS Wau or Warrap offices Not later than the deadline of Tuesday 4th October 2023 at 4pm local time.

- Only shortlisted candidates will be contacted.
- Due to the urgency of these roles, Islamic Relief reserves the right to shortlist applications prior to the closing date.

Female candidates are strongly encouraged to join our work culture that empowers every employee to share ideas and take responsibility. At IRW, we think outside the box. We encourage ideas and give responsibility to all employees at all levels, to help solve the complex issues that we face. You will have many opportunities to be heard and take the initiative

