

## Job Description



**Job Title:** Protection Officer  
**Department:** Governance and Rights  
**Supervisor:** Legal Protection Manager  
**Country Program:** South Sudan  
**Location:** Koch County-Unity State  
**Band/Level/Grade:** 8B  
**Dateline:** 5<sup>th</sup> July 2024  
**Number of Positions:** 1

### **Background**

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in over 40 countries and 22 U.S. cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure. The IRC leads the way from harm to home.

IRC has operated in South Sudan for over 30 years now delivering humanitarian relief, post-conflict assistance, and development programs in both refugees, internally displaced and host community settings. IRC operates in 9 field offices including in Panyijiar with program portfolio covering health, nutrition, child protection, economic recovery and development (ERD)/livelihoods, women's protection and empowerment and general protection. IRC continues to provide life-saving assistance and humanitarian aid to vulnerable South Sudanese, trying to rebuild their lives and restore peace. The IRC's new strategy in South Sudan will prioritize improving health, safety, and economic well-being, targeting women, children, and other vulnerable groups.

### **Job Overview**

Based in Koch, and under the direct supervision of the Protection Manager (PM), the Protection Officer (PO) will be responsible for the management of protection monitoring activities. He/ she will supervise and coordinate the work of protection assistants, and community volunteers to ensure timely and quality implementation of protection monitoring, in Koch. The PO will work to complement the legal protection activities in Koch and compile protection analysis report. The PO will also oversee the protection team's timely implementation of protection activities, including implementation of assessments, such as rapid protection assessments (RPA), data submission.

### **Major Responsibilities**

#### **Program Implementation and Monitoring**

- Implement protection monitoring activities, targeted individual assistance (TIA) including cash-based assistance, and awareness and training for partners on durable solutions.
- Mobilize youth groups and Community based paralegals/ protection groups to implement and lead awareness campaigns, disseminating information about people's rights services available in the settlements.; and contribute to local dispute resolutions.
- Continuously monitor the provision of services on the site and report on findings, to ensure protection considerations are mainstreamed across all sectors.
- Analyses trends in the protection situation within and affecting the area of deployment for program, advocacy, and management purposes.
- Ensure the data security protocols are in place and followed by all protection team members to ensure that sensitive and identifying information is not shared and that procedures are understood for dealing with security breaches or confiscation of protection monitoring equipment.
- Work with other Protection team members to maintain and regularly update service mapping information of available service providers for referrals.
- Compiles protection monitoring reports and provide input in designing protection monitoring tools and formats.
- Prepare all necessary documentation for each activity (including weekly vehicle movement plans (in collaboration with the WPE,

- CP, Health, and ERD team), procurement requests, payment requests, etc.) and for the reconciliation of the money spent during each activity.
- Participate in coordination meetings as requested by Legal Protection Manager.
- Document case studies, best practices and lessons learned from each of the activities implemented.

#### **Team Management**

- Lead and supervise protection assistants and community based paralegals/ protection with a strong focus on building capacity of staff and improving their learning around monitoring and response.
- Ensure learning is shared across the protection teams including general orientation, regular training, and mentoring
- Maintain open and professional relations with team members, promoting team spirit and overall guidance so that ERM protection monitors successfully complete their activities and staff training and development activities

#### **External Coordination, Representation and Advocacy**

- Ensure effective communication with other service providers and IRC sectors.
- Develops and maintains effective working relationships with UNMISS, INGOs, government authorities, and other key stakeholders to ensure active coordination, collaboration, and information dissemination.
- Undertakes other tasks as requested by the PM.

#### **Job Requirements:**

- A Degree in Social Sciences, Law, or related field from well recognized and accredited institution.
- At least 2 years community-based training experience involving human rights and/or protection and protection monitoring/human rights experience
- Comprehensive understanding of human rights and protection principles
- Excellent interpersonal skills and works well with people of different cultures, gender and backgrounds
- Commitment to human rights and protection principles
- Strong English writing and organizational skills
- Familiarity with customary laws, judiciary systems and legal developments and issues in Southern Sudan
- Works collaboratively with team members to achieve results
- Previous experience working with an NGO or INGO required, experience with programming preferred
- Strong management and supervisor skills
- Demonstrated organizational, management and reporting skills;
- Strong communication skills
- Demonstrated ability to liaise with partner organizations
- Ability to work under pressure with competing priorities and deadlines
- Strong problem solving skills with ability to be flexible, adaptable, and creative in a challenging and fast-moving multicultural environment;
- Excellent computer skills: MS Word, Excel and Outlook;
- Fluency in English required and local languages relevant to the context, both spoken and written required.

The position is for: **SOUTH SUDANESE NATIONALS WITH ALL NATIONAL DOCUMENTS**. Please submit a cover letter outlining your interest and qualifications and CV if you would like to be considered for this position

#### **Demonstrated Skills and Competencies:**

- Belief in human rights including gender equality.
- Good communication skills including ability to gain trust and build relationships with new communities.
- Basic computer skills including Microsoft Word and excel
- Good interpersonal skills and ability to work as part of a team, as well as independently.
- Flexible and able to work in a dynamic and diverse environment.

**Working Environment:** Position is based in relevant field office and must comply with IRC South Sudan's security protocols.

#### **The IRC Core Values and Commitments:**

**Standards of Professional Conduct:** The IRC and IRC workers must adhere to the values and principles outlined in IRC Way Standards for Professional Conduct. These are Integrity, Service, Accountability and Equality. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

**Safeguarding and PSEA policy:** The IRC has a zero-tolerance policy for safeguarding/PSEA violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors, and implementing partners. Safeguarding/PSEA at the IRC is an integral to the organizational values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation,

abuse, and harassment of any person linked to the program by both its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.

**Narrowing the Gender Gap:** The International Rescue Committee is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including a flexible hour (when possible), maternity leave, transportation support, and gender-sensitive security protocols.

**Equal Opportunity Employer:** IRC is an Equal Opportunity Employer. IRC considers all applicants because of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable laws.

**How to apply:**

Interested applicants should submit a **CV with 3 references** and a copy of their, **Academic credentials, national ID** to Human Resources Bentiu, Koch or IRC Country Head Office-Located in APTECH Africa Office Building 3<sup>rd</sup> Floor, Plot 63 Block AXIII Hai Malakal, Juba, South Sudan or you can e-mail applications to [SS-HR@Rescue.org](mailto:SS-HR@Rescue.org) not later than **5<sup>th</sup> July @ 4:30pm. GMT**

**NOTE:** Only shortlisted candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC.

*"WOMEN, MINORTITIES AND PEOPLE LIVINING WITH DISABILITIES ARE ENCOURAGED TO APPLY".*

Approved by Koch County  
ARC Office

