



**Young Women's Christian Association of South Sudan
(YWCA)**

Job Advertisement

| | |
|-------------------------------|-------------------------------------|
| Position | Gender Officer |
| Reports to | Project Manager |
| Location | Juba |
| Application Close date | 28th January 2021 |
| Contract Duration | One (1) year |
| Organization | YWCA South Sudan |



**Organizational
Background**

YWCA South Sudan is an established non-partisan and registered National Non-Governmental Organization operating in South Sudan. YWCA aims to empower women and girls and ensure that their rights are promoted and protected through women leadership. It focuses on psychosocial support, economic empowerment, peace building, education, strengthening of CSOs and advocacy for the rights and health of women and girls.

Position Summary

YWCA South Sudan seeks a qualified and motivated applicant for the full-time Juba based position of Gender Officer. The successful candidate for this position will be primarily responsible for the effective implementation and coordination of the project activities under the YW4A program. The post holder is responsible for the delivery of results in line with pre agreed program plans and objectives and oversees program implementation at all stages throughout the project cycle. The post holder will further undertake performance of finance, administrative and human resource functions as will be required for the effective implementation of the project.

Specific Duties and responsibilities

- Responsible for project design, overseeing implementation and monitoring while ensuring quality program delivery of the overall women empowerment program.
- Offer quality advice and guidance on Gender related issues to YWCA, its partners and other stakeholder.



- Provide support to the development of policies that promote women rights and inclusion of young women.
- Plan and undertake dialogue with stakeholders on women's rights
- Develop data collection tools and ensure proper data collection and data management
- Conduct projects implementation activities including workshops, community conversation, seminars and training sessions and radio talk shows, roundtable discussions and public awareness events.
- Develop concept papers, agendas, participants list and recommendations for project activities.
- Provide required support to local project partners including line ministries and selected WROs and FBOs.
- Design, develop and undertake advocacy strategies aimed at promoting SRHR and reducing SGBV cases.
- Ensure quality and timely reporting and documenting of project activities including preparation of quarterly/yearly program progress reports.

Protection & SGBV

- Ensure gender equality and the rights of girls are streamlined in all YWCA's programs
- Ensure the mainstreaming, Disability and Inclusion in the program area.
- Ensures that YWCA policies for Child Protection (CPP) and Gender Equality and Inclusion (GEI) are fully embedded in all project activities.
- Conduct training on advocacy to project partners and stakeholders.

Coordination

- Ensure adequate representation and coordination with the donor, government agencies at all levels, civil society groups, including educational institutions, Private Sector, Faith-based groups and youth associations
- Ensure close working collaboration with key Government line ministries and other like-minded partners.
- Prepare and develop in consultation with appropriate stakeholder's annual work plans and project plans.
- Represent YWCA on the protection and SGBV Sub-cluster meeting.

Finance

- Be accountable for all resources used by the project.
- Monitor every budget line of each activity, by ensuring that it doesn't exceed as budgeted.
- Coordinate with finance team in case of any trends in any budgeted activity.
- Ensure accountability of the use of all project funds.

M&E

- Assess the outputs and outcomes of program interventions and activities in the program area.
- Conduct monthly reviews and discussion with the peer groups formed.



- Track progress toward achievement of respective outcomes and outputs of the Project

Desired skills and competencies

- Ability to work as part of a team and to effectively work with colleagues in a manner that allows achievement of shared objectives.
- Excellent communication skills – oral and written
- Ability to work under minimum supervision and to make sound decisions.
- Ability to analyse large and complex information with ease.
- Demonstrate ability to think and act rationally at all times even when under pressure.

Education:

- A University degree or a Higher Diploma (or equivalent) in Gender Studies, Social Work, Law or other relevant social sciences studies from a recognized university.
- At least 3-5 years of progressive professional work experience at national or international level in a similar position.
- Working knowledge on concepts of programming, data collection, analysis, processing, monitoring and evaluation.
- Good knowledge of Microsoft Word, Excel, Power Point, use of email and internet.

This Position is open to South Sudanese nationals only.

How to Apply:

Candidates who are interested in this position and feel they fit the required profile, qualification, experience and that their career ambitions match the requirement of this position should send to us their applications before **28th January 2021**. Please provide a Curriculum vitae (CV) that contains details of your qualifications, experience, and present position, earliest date of availability, names and telephone contacts of three referees. Include copies of nationality ID, academic document and recommendations. Applications can be sent to ywcassrecruits@gmail.com OR hand delivered to YWCA of South Sudan's office in Juba, located at **Gudele I, Block 9 Street, (Opposite WFP Road next to Kiir River Petrol Station)** or any nearest YWCA office.

The position "**Gender officer**" must be clearly indicated in your subject line of email or on the envelope.

Qualified female candidates are highly encouraged to apply.

Please note that any application letter received is not returnable and YWCA South Sudan is not obliged to give feedback /notices to none shortlisted applicants. Only shortlisted candidates will be contacted.

