

## Vacancy announcement

### Programme Officer Peacebuilding and Social Cohesion

DanChurchAid (DCA) is looking for an experienced Programme Officer Peacebuilding and Social Cohesion. The position is a one-year position with the possibility of extension based on performance and donor funding. Duty station will be Juba with travels to field locations.

DCA is working with local partners in South Sudan to assist the poorest of the poor with a focus on protection, combating hunger, working for peace and conflict mitigation and the safe removal of explosive remnants of war (EWR).

In DCA we strive to secure high-quality standards for both our programme and support staff. The aim for our staff is to maintain a smooth running of the DCA Office with accountability, professionalism, and staff welfare as a priority, creating an efficient, open and inspiring work environment for all.

The Programme Officer - Peacebuilding and Social Cohesion will support the DCA South Sudan programmes to build the capacity of all DCA and partners' staff to increase the Peacebuilding and Social Cohesion focus, both through standalone programmes and a stronger systematic incorporation throughout all programmes, in line with the Triple Nexus approach. S/he will assist in taking learning needs into account and develop and conduct capacity building for all DCA programme and partners' program staff. S/he will work closely with programme teams and partners staff to develop high quality contextually appropriate approaches and ensure high quality delivery. S/he will contribute to the integration of Peacebuilding and Social Cohesion principles and approaches within DCA's operations and programmes.

#### Overall tasks and responsibilities.

- Integrating Peacebuilding and Social Cohesion principles and approaches within DCA's operations and programmes.
- Programme management and development in line with the direction set by the DCA South Sudan Country Programme.
- Managing effective relationships with partners: developing and nurturing partnerships and providing or facilitating capacity development support, where appropriate.
- Financial management and monitoring of programmers and projects: developing and managing budgets and monitoring expenditure in line with agreed parameters.
- Internal and external representation and communication

#### Integrating Peacebuilding and Social Cohesion principles and approaches within DCA's operations and programmes (Triple Nexus):

- Designing and rolling out DCA South Sudan's strategic objective of Triple Nexus implementation; and in collaboration with the programmes, systems and senior management team, carry out regular reviews of the Peacebuilding and Social Cohesion aspects within the programmes and internally for DCA South Sudan.
- Provide direct support in the integration of peacebuilding and Social Cohesion in DCA South Sudan's humanitarian response, mine action, and resilience programmes,

including capacity building of staff (DCA and partners) and the development of tools and materials, as appropriate.

- Generate learning from the DCA South Sudan's programme to provide evidence of impact from Triple Nexus programming and to promote good practice in equality work.
- Support staff to mark the International Day of Peace, and other related events.
- Conduct Peacebuilding and Social Cohesion trainings to the DCA South Sudan and DCA partners' staff in South Sudan.

#### Programme management and development in line with the direction set by the DCA South Sudan Country Programme

- In co-operation with partners, develop and manage DCA-supported programmes (HARP/HMA), contributing to the development and review of the DCA South Sudan Country Programme.
- Jointly responsible with partners for the effective implementation, monitoring, evaluation (including facilitating external evaluations) and reporting on programmes, in line with jointly agreed standards (Programme Project Management Manual (PPMM) and donor requirements.
- In agreement with partners, jointly develop programme and project proposals and assess the existing capacities to manage and implement the work. This includes leading on preparation of funding applications and reports for external funders, in liaison with the PC/HoP and the development of partner capacity development plans to address capacity issues.
- Ensure that partners are implementing DCA projects in a timely and effective manner.
- Ensure that lessons learnt are taken into consideration in subsequent projects.

#### Managing effective relationships with partners

- Develop, nurture, and manage relationships with DCA's partner organisations in line with the principles and standards set in DCA Partnership policy and PPM, guidance, and tools, and in agreement with the Head of Programme.
- Work with partners to regularly assess the quality of the relationship, ensuring that effective communication channels are in place, and that any shortcomings are addressed. Carry out annual partnership meetings with the partners.
- Invest in partners' capacities, by jointly identifying needs, developing plans to strengthen capacities, identifying sources of support, and allocating resources. This can be through a facilitator or by direct provision of specific capacity strengthening support.
- Support partners in accessing the tools and support required to successfully implement capacity development plans.
- Facilitate the strengthening of the human resource, financial, information, documentation, and governance systems of partner organizations.
- Coach and mentor partners in institutional development.
- Enhance synergy points in the project and the issue of networking with other partners and sister organizations.
- Organise (and where relevant accompany) partner visits.



## Financial management and monitoring of programmes and projects: developing and managing budgets, and monitoring expenditure in line with agreed parameters

- In close co-operation with the relevant roles in the finance team, prepare, manage, and monitor budgets relating to both DCA-led and partner-led expenditure, as agreed with the Head of Programme or Country Director.
- Deliver the programme within agreed budgets or instigate budget revisions according to evolving needs, in line with DCA Programme Financial manual.
- Critically analyze both the narrative as well as the financial/audited statements received from the partners so that the programme and the process is following the right direction as per the scheduled plan. After discussion with the HOP/CD/PC share with the partners the feedback and seek for clarifications if need arises.
- Verify all the expenses included by the programme /project by the partners against the approved budget for the year. In case of any major variations/deviations from the original plan/budget, this must be brought to the attention of the HoP.
- Verify that the DCA funds are used in the approved budget lines of the project. In case of any variations/deviations from the original plan/budget, this must be brought to the attention of the HoP.
- Develop relevant risk registers and monitor them in conjunction with the Head of Programme.
- Support the financial team in commissioning and project audits.
- Support the finance team to carry out partner financial assessments and reviews.
- Plan, organize, and conduct partner institutional assessments.
- Develop capacity building plans for partners and monitor their implementation.
- Identify/compile the cross-cutting training needs of the partners the budget and organize delivery of the training.
- Facilitate the strengthening of the human resource, financial, information, documentation, and governance systems of partner organizations.
- Coach and mentor partners in institutional development.
- Enhance synergy points in the project and the issue of networking with other partners and sister organizations.

## Internal and external representation

- Gather, assess, and disseminate information on Peacebuilding and Social Cohesion issues in South Sudan to colleagues and partners, with a special focus on the areas where DCA operates.
- Actively participate in networks, clusters, and other forums relevant to Peacebuilding and Social Cohesion.
- Ensure that networking is strengthened between implementing and funding partners, incl. DCA and its partners.
- Communicate with other teams within DCA to ensure that the programme is well understood, and that information is available for fundraising and other communication, including publications, media briefings, education, etc. This may involve participation in sessions/events with communities of practice, working groups, etc., as agreed with the relevant manager

Your skills and experience will include:

Essential:

- BSc or Arts degree in humanitarian/development studies, management, or a related/relevant Field, MSc/MA is an advantage.
- At least five years practical experience working in development or emergency for an international NGO, including both field-based and country office-based positions with similar responsibilities. Practical skills in community mobilisation and peacebuilding will be an advantage.
- Demonstrable understanding and knowledge of Peacebuilding, Social Cohesion and Triple Nexus approaches, including practical experience.
- Experience and understanding of strategies that promote Peacebuilding, Social Cohesion and their integration in the Triple Nexus approach to programming.
- Experience of working in an insecure environment and ability to travel to a variety of remote locations with different ethnic and political profiles.
- Strong English language ability, including written skills. Relevant local language skills will be an advantage.
- Ability to work under pressure.
- Excellent computer skills, including Microsoft Word, PowerPoint and Excel.

Desirable:

- Experience or knowledge of international standards such as SPHERE and CHS.
- Proven experience in designing and implementing training initiatives at organisational and community levels.
- Good organisation, planning and management skills.
- Demonstrable interpersonal and communication skills.
- Proven ability in report writing, research and documentation.

Definitions:

**Overall Responsibility (OR):** Responsible for the overall decisions. Implementation of the task is fully or partly delegated to or several colleagues

**Main Responsibility (MR):** Responsible for implementation of the task

**Joint Responsibility (JR):** Responsible for implementation of the task in cooperation with others

DCA is an equal employer, so, we encourage women to apply, and this position is open only for South Sudanese national. The deadline is December 6, 2021.

Interested candidates should apply through; <https://dca.career.emply.com/en/ad/programme-officer-peacebuilding-and-social-cohesion/oq7sdk>,