



SUPPORT FOR PEACE & EDUCATION DEVELOPMENT PROGRAMME

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Approved
Labour HODs

14/9/21

14 SEP 2021

14th 09/2021

JOB DESCRIPTION

Job Title	Protection Programme Officer
Vacant Position	1
Level	Mid-career
Duty Station	Juba, South Sudan
Position Reports to	Head of Programmes
Position Responsible for	Human rights, peacebuilding and governance team
Position Opened for	National
Duration	5 Months (extendable)
Applications Closing Date	01 October 2021



Background

Support for Peace and Education Development Programme (SPEDP) is a National Non-governmental organization (NGO) registered in the National Government Headquarters in Juba, South Sudan with a presence in eight States of South Sudan, including Central Equatoria, Eastern Equatoria, Western Equatoria, Northern Bahr-el-Ghazal, Western Bahr-el-Ghazal, Unity, Upper Nile and Jonglei. Established in November 2007, SPEDP has reached over 500,000 households (returnees, internally displaced people and host communities) in South Sudan through its Food Security and Livelihoods Programme, water, sanitation and hygiene (WASH), Education, Health and Nutrition, Education, Human Rights, Peacebuilding and Governance programmes.

Position Summary

The Protection Program Officer is responsible for all aspects of technical and non-technical project implementation, including the preparation, planning, organization, and coordination with all the departments to ensure smooth running and timely implementation of the protection activities in accordance with the work plan. The Protection Officer is primarily tasked to ensure that gender sensitivity and empowerment, including PSEA, is appropriately integrated into project planning, implementation, monitoring, evaluation and reporting. Responsibilities for this include conducting day-to-day follow up on 5Ws reporting, women and girls friendly spaces (WGFs), referral services, case management interventions, tools and assessment usage, capacity building for protection teams, proposing, implementing and reporting the needs-based activities and plans.



I. JOB SUMMARY:

i. Function of the position:

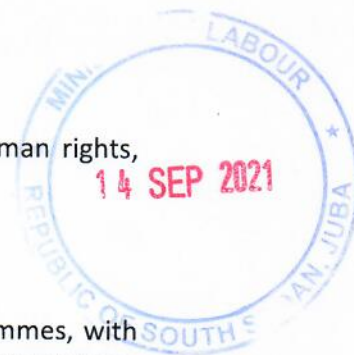
- The Protection Programme Officer function to ensure that all partnerships in the protection, human rights, peacebuilding and governance are managed in line with the established policies and procedures of the SPEDP. This requires the day-to-day management of the **grant management** process across all partnerships supported under the protection, human rights, and peace building and governance portfolios.
- Review organizational work plans and ensure the protection, human rights, peacebuilding and governance component is consistent with the project results and the SPEDP Strategic Plan and Resource Mobilization framework.
- Provide technical support to National and State Ministries and local authorities to plan and implement protection, human rights, peacebuilding and governance programmes
- Develop project proposals and forward to the SPEDP management for consideration and participate in the preparation of financial proposals.
- Monitor budget utilization and Programme expenditure, Programme implementation and results, and follow-up on audit report findings.
- Ensure that all disbursements are undertaken in line with principles of sound financial and technical project cycle management.
- Monitor and review reports and collate, analyze and share results with the Head of Programmes.
- Monitor and ensure that risks are identified and mitigated under protection, human rights, peacebuilding and governance partnerships/ programmes.
- Monitor partnerships including regular field monitoring will be central to this role. This includes developing Terms of Reference for the field monitoring, preparing schedules and drafting back-to-office reports following each field visit and sharing learning and results across the SPEDP team.
- Prepare case studies on programmes and partnerships supported by Donors



- Prepare reporting materials for internal accountability processes (quarterly and annual reporting) in line with results based management.
- Support the protection, human rights, peacebuilding and governance team in the development of analysis and thematic papers as part of internal planning processes including annual planning, country strategy planning processes or mid-term reviews and evaluations.
- Liaise closely with the SPEDP team on protection, human rights, peacebuilding and governance programmes to ensure timely and high quality implementation of project activities, sharing of knowledge and information, proper monitoring, and adjustments to project strategies based on learning as the project proceeds.
- Share knowledge products with SPEDP central and county level Officers and provides technical support upon request of the Field Officers.
- Provide technical input to the base line/end line and other surveys and studies and closely monitor the survey; liaise with the research and innovation team for the delivery of quality survey/study reports.
- Periodically attend General Protection Cluster, Child Protection Sub-cluster, GBV Sub-cluster, and Mine Action Sub-cluster meetings.
- Facilitate timely reporting of 5Ws.
- **Work with Programme staff in responding to the administrative needs of the Programme including:**
 1. Contribute to the design and implementation of behavior change communication campaigns by providing inputs to and implementing specific and targeted IEC/BCC interventions on gender equality and women's empowerment issues.
 2. Take responsibility for maintaining the filing and information management system relevant to the needs of the protection, human rights, peacebuilding and governance Programme.
 3. Establish a directory of national, state and local based contacts, which are of relevance to the evolving protection, human rights, peacebuilding and governance Programme and contribute to the management system for the effective oversight and monitoring of the current programmes.
 4. Providing support to coordinate events such as capacity building trainings, meetings, workshops across a wide range of stakeholders.



5. Participate in meetings as requested, on behalf of the protection, human rights, peacebuilding and governance Programme.



Reporting lines

The Protection Programme Officer will report directly to Head of Programmes, with close liaison with the SPEDP Senior Programme Officers. The Protection Programme Officer will work closely with the Operations Manager, Finance Manager, Human Resources Officer, Logistics Officer and IT Officer.

II. REQUIREMENTS Skills and experience

Applicants will need to demonstrate that they have a well-established track record of good performance and possess the following skills and experience:

- A university degree in an area relevant to gender studies, social sciences, international development, and so on.
- At least 5 years proven experience of working on project cycle management including: partnership management.
- A willingness to travel frequently, including to remote areas, to monitor programmes.
- Good communication and writing skills in English.
- Ability to negotiate and network, and an aptitude for external representation
- Strong IT skills (Outlook, Word, Excel and PowerPoint).
- Full commitment to team working, while well able to work on one's own initiative.
- Commitment to core values of the organization - professionalism, respect for diversity, upholding human rights, integrity, accountability, transparency, equity and people-centered
- Flexibility and responsiveness to multiple demands

Desirable skills

- Experience of protection, human rights, peacebuilding and governance programmes
- People skills - managing relationships within the organization and externally, managing consultants and staff
- Communication skills - effectively communicating key messages, dealing with donors, other partners, public and media
- Experience of mainstreaming cross-cutting issues, particularly gender, governance, social protection, environment, etc.
- Knowledge and experience of organizational capacity development.
- Experience of the contribution of civil society to women, peace and security agendas.
- Results based monitoring, including the generation and analysis of survey data.
- Case Study preparation
- Sound understanding of emergency, peacebuilding and resilience building interventions.

Terms and Conditions



The Protection Programme Officer position will be appointed initially on 5 months contract (extendable).

How to Apply:

Please send your application letter with non-returnable CV, copy of certificates and Contact address to the following address below. Only short-listed applicants will be contacted.

NB Female candidates are highly encouraged to Apply.

***Human Resources and Administration Department
Support for Peace & Education Development Program
Gudele Road behind Quick Service Fuel Station, Seminary Residential Area.***

Or Email: recruitment@spedp.org

For more details, Visit our website: www.spedp.org

