Job Advertisement_ Protection Systems Strengthening Coordinator Assistant – Juba)

USAID/South Sudan Monitoring, Evaluation and Learning Support Activity, South Sudan

Company Profile:

Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe. We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change. We work across all phases of the program and project cycle, delivering eleven complementary services: monitoring, evaluation and learning / data and knowledge management / research, evidence and analysis / advisory / project management / communications / risk management / technical assistance / capability and capacity development / stakeholder engagement / grant and fund management. Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Headquartered in London and Washington, DC, Integrity also has offices in Jordan, Kenya, Pakistan, and South Sudan. Our multi-national team of over 60 deliver multi-year projects, programs, and consulting assignments to a wide range of government clients, international organizations, foundations, and private sector clients.

The MELS activity serves as the Mission's primary mechanism for monitoring, evaluation, learning, and adaptive management services for ongoing activities and programs. In a dynamic operating environment, MELS provides USAID/South Sudan with flexible, demand-driven technical, analytic, and advisory support in order to strengthen collaboration, learning, and adapting (CLA); promote institutional memory; produce monitoring, evaluation, and learning products as appropriate; strengthen knowledge management and organizational learning (KMOL), organizational effectiveness and operational efficiency; and strengthen data-driven decision-making through efficient use of GIS and other innovative spatial analysis.

Project Background:

The MELS activity serves as the Mission's primary mechanism for monitoring, evaluation, and learning and adaptive management services for ongoing activities and programs. In a dynamic operating environment, MELS provides USAID/South Sudan with flexible, demand-driven technical, analytic, and advisory support in order to strengthen collaboration, learning and adapting (CLA); promote institutional memory; produce monitoring, evaluation, learning products as appropriate; strengthen knowledge management and organizational learning (KMOL), organizational effectiveness and operational efficiency; and strengthen data-driven decision-making through an efficient use of GIS and other innovative spatial analysis.

Position Summary:

The Protection Systems Strengthening Coordinator Assistant (PSSCA) supports MELS in implementing the USAID/South Sudan's Office of Humanitarian Assistance (OHA) initiative to strengthen the system of protection services across South Sudan. The PSSCA will work closely with the Protection Systems Strengthening Coordinator (PSSC) and the stakeholder Steering Committee to coordinate, plan, conduct, track, and report on the various activities of the initiative. This is a one (1) year position based in Juba, South Sudan, and reports directly to the MELS PSSC Coordinator.

Responsibilities.

- Coordinate the preparation and implementation of a protection work plan in support of the steering committee and OHA.

- Organize stakeholder events, ensuring necessary resources and logistical requirements are available.

- Compile, review, and maintain accurate records, reports, and data related to protection steering committee activities for easy accessibility.

- Assist in designing and delivering training programs and workshops on protection-related topics for staff, partners, and community members.

- Provide logistical and administrative support for protection-related activities, including travel arrangements, meeting agendas, minutes, and procurement of materials.

- Work closely with the Protection Coordinator, team members, and partners to ensure a coordinated and integrated approach to protection efforts.

- Perform any other duties as assigned.

Qualifications:

- Bachelor's degree in international relations, humanitarian studies, social sciences, or a relevant field.

- Minimum of three years of experience in the humanitarian sector in South Sudan, with a preference for protection experience.

- Ability to work effectively in a multicultural and diverse team environment.

- Strong understanding of protection principles, human rights, and international humanitarian law.

- Excellent English language skills in writing, presentation, and conversation.

- Proven expertise in activity planning, organizing, and tracking.

- Proficiency in MS Office suite required, with working knowledge of data analysis applications such as SPSS and STATA being a plus.

- Self-starter who is comfortable taking initiative and working both independently and in teams.

Integrity and MSI is an equal opportunity employer that values diversity and inclusion. We strive to develop and maintain a culture that honors the perspectives and identities of our employees, our communities and those impacted by our work. We encourage applications from suitably qualified and eligible candidates, regardless of gender, race, disability, age, sexual orientation, religion, marital or parental status. We will respect your confidentiality and abide by data protection laws.

NOTE: Open to South Sudanese citizens only

The closing date for applications is **September 22nd, 2023**. We will review resumes on a rolling basis and the vacancy may be filled before this deadline. We encourage early applications. Please be advised that only shortlisted applicants will be contacted.

How to Apply:
Hand deliver and addressing your application to Integrity Global MELS Human Resources and Administrative Manager, Goshen House, Gate 1 or by email: ssmels.recruitment@integrityglobal.com or use our online application system https://podio.com/webforms. http://tinyur/.com//3h99f7d8