

VACANCY ADVERTISEMENT – INTERNAL RECRUITMENT

Position: GBV Protection Project Assistant (1 position)
Supervisor: Programme Manager
Location: Yei, with missions to Juba
Employment: Full-time
Starting Date: As soon as possible
Duration: 3 months (with possible extension)

About INTERSOS

INTER SOS is an independent non-profit humanitarian organization committed to assist the victims of natural disasters and armed conflicts. Its activities are based on the principles of solidarity, justice, human dignity, equality of rights and opportunities, and respect for diversity and coexistence, paying special attention to the most vulnerable and unprotected people.

I. Main Objective:

The Project Assistant is responsible for supporting the Program Manager in the overall management of the GBV Protection project responding to needs of the vulnerable population in Yei County, Central Equatoria State. Main responsibilities include the coordination and supervision of the activities in the field locations, the coordination of the staff members tasks, the preparation and facilitation of GBV protection training and capacity for staff, partners and other key stakeholders, the monitoring, analyzing and reporting on GBV protection issues. S/he will work under the direct supervision of the Program Manager and s/he will ensure the quality and relevance of INTERSOS intervention and represent the organizations at local coordination meetings.

II. Responsibilities/duties:

- To be in charge of the establishment of the WGFS and ensure the implementation of structured and unstructured PSS activities, case management in the WGFS;
- Assist in the organization and facilitation of GBV protection training for INTERSOS staff, partners and local key stakeholders on international and national GBV protection standards, elaboration of individual case plans, basic skills of empathy, active listening and counselling, provision of PSS activities through WGFS and through community-based outreach and protection;
- Assist in overseeing and coordinating case management services and conduct case meetings to discuss complex cases with the Case Workers and identify appropriate individual solutions;
- Assist in the implementation of community mobilization and awareness meetings with community stakeholders and general public;
- Assist in establishing referral pathways or updating existing pathways with accurate information about service provision in the area;
- Establish/strengthen good relationships with all stakeholders (beneficiaries, authorities, other protection partners, humanitarian actors) and represent the organization by participating in meetings with authorities and partners when required;
- Assist in overseeing and coordinating case management services, and conduct case meetings to discuss complex cases and identify appropriate individual solutions;
- Establish and strengthen community-based protection mechanisms through community meetings, awareness sessions, FGDs and house-to-house visits including advocacy on the importance of GBV protection, the rights of the women and how to recognize signs and symptoms of elevated psychosocial distress;
- Lead focus group discussions and key informant interviews;
- Prepare together with the project team monthly project plan;
- Effectively manage the project budget, preparing a financial plan, monitoring expenses and provide correct and complete financial documentation;

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- Ensure full accountability in carrying out any financial and administrative tasks respecting INTERSOS and donor's procedures and requirements;
- Provide daily/weekly/monthly reports to the Program Manager highlighting achievements and challenges in implementation;
- Ensure to receive daily reports of the staff and organize weekly staff meetings;
- Conduct security assessments, elaborate contingency plan and provide regular security updates to the Program Manager;
- Any other task not listed above but necessary for the implementation of the project as requested by the Program Manager.

III. Person specifications:

- Degree or diploma in Social Work, Sociology or Social sciences;
- Minimum 2 years of work experience with international/national NGOs and/or local authorities in Child Protection and GBV protection or related;
- Fluency in written and oral English and local language required;
- Strong listening and empathy skills, as well as commitment to supporting children and adolescents;
- Ability and motivation to work well with local authorities, local leaders and local community;
- Strong supervisory, team building, and capacity building skills;
- Good cooperation skills, ability to work well in a team;
- Good problem-solving skills, creativity and ability to think of alternative solutions;
- Stress-resilient to be able to cope with deadlines and complex problems;
- Computer literate (Word and Excel);
- Willingness to work extra hours and available at the weekend for emergency cases.

HOW TO APPLY

Submit your resume (CV) and cover letter to INTERSOS South Sudan Mission gate, Plot n. 43 AXII Second Class at Hai Cinema opposite Amara Lagu building or by email to hr.officer.ross@intersos.org and Cc deputy.ross@intersos.org BEFORE 19/July2019 and Please make sure that you have stated the position title of the post on the subject of application and envelope.
Only short-listed candidates will be contacted for an interview.

In the selection of its staff, INERSOS is committed to gender balance and diversity without distinction as to race, sex or religion.

For all positions, females are highly encouraged to apply

