



Catholic Diocese of Malakal (CDoM)

Vacancy announcement:

Job opportunities: Project Officer -Peace Building & Women Empowerment (1 position)

Location: Malakal with frequent travel to the field sites

Starting date: ASAP

Salary: According to CDoM salary scale Depending on experience and qualification

Contract Duration: 12 months renewable depending on performance and funding availability.

Caritas Catholic Diocese of Malakal

Caritas Catholic Diocese of Malakal is the humanitarian and development arm of the Catholic Diocese of Malakal. Caritas Catholic Diocese of Malakal works with poor and disadvantaged communities to overcome poverty and bring about sustainable development and well-being. It aims to protect lives and relieve suffering during emergencies and reduce the risks to vulnerable communities affected by conflict and/or natural disasters. CDoM is looking for a suitable qualified and experienced candidate to fill the position of Project Officer- Peace Building and Women Empowerment.

Key Duties and Responsibilities: -

Under direction of Humanitarian Coordinator and in close coordination with the other team members and different stakeholders, the Project Officer- Peace Building & Women Empowerment is responsible for:

- Prepare plans and ensure effective and timely implementation of peace building and women empowerment activities that target returnees, refugees, IDPs and vulnerable members of the host community in accordance with approved work plans, time schedules, compliance requirements, budgets and quality standards to achieving the project activities, results, outputs and outcomes.
- Actively participate in setting program specific targets in line with overall strategic objectives of the program.
- Identify peace building and women empowerment programming opportunities and participate in assessments and proposals development, budgeting and fund raising for new projects in accordance with the provided guidelines and standards.
- Assist communities identify their priorities, opportunities and resources for effective peace building and women empowerment project implementation
- Design and coordinate assessments, baseline surveys, Post Distribution Monitoring (PDM), KAP surveys, monitoring and evaluation, focus group discussions, key informant interviews, community level review meetings and other similar assessments/surveys and produce reports to inform the programme. Participate actively in contributing to documentation of “success stories” on the interventions and enhance the overall quality of performance.
- Develop monitoring, evaluation and learning (MEAL) tools for systematic tracking of peace building and women empowerment project indicators and carry out MEAL activities of peace building and women empowerment projects.
- Design, develop and provide necessary training for target communities to develop skills and capacities to improve peace building and women empowerment.

- Maintaining regular communication and extend technical support on women empowerment and peace building initiatives
- Design and implement transparent selection of beneficiaries of based on project indicators, clear selection criteria and participatory methods.
- Ensure consistent application of safeguarding gender equality, child protection, prevention of sexual exploitation and abuse, anti-corruption policies and other applicable policies as well as risk mitigation and addressing gender, age, disabilities and other vulnerabilities in all aspects of the activities of the projects.
- Develop and submit timely reports, updates and case studies on the project activities and other reports as requested by your supervisor to Caritas Diocese of Malakal and donors.
- Facilitate capacity building of project staff and volunteers. Provide technical support to and supervision of the staff and volunteers involved in implementation of peace building and women empowerment activities of the project.
- Develop a conflict mitigation and women empowerment strategy for CDoM, identifying benchmarks for achievement of goals, and ensure high quality performance of programs.
- Raise purchase requisitions for project activities and materials for the project and submit to finance/logistics on timely manner and makes follow up until delivery and ensure proper utilization.
- Establish and maintain close coordination and cooperation with county, local authorities, line government agencies, civil society agencies, and between communities, project beneficiaries and other stakeholders for effective coordination, delivery of project activities sharing of good practices and approaches.
- Support CDoM and government counterparts to enhance the capacity of women and young people to participate in peace building, reconciliation, and social accountability process.
- Contribute to establishment and maintenance of effective coordination and synergies between the peace building and women empowerment and other activities (e.g. WASH, Livelihoods, SADI) through sharing of experiences, tools and lessons learned. Work closely with other CDoM thematic project officers, ensure peace building and women empowerment and gender is mainstreamed in all programs.
- Work closely with CDoM partners and government counter parts to ensure women's participation in decision making and peace building processes
- Serve as Caritas CDOM liaison officer with other organizations on peace building and Women empowerment for the purpose of coordination and sharing best practices and approaches. Represent Catholic Diocese of Malakal in national and sub national cluster meetings and other coordination and networking meetings.
- Develop peace building and women empowerment training manuals and guidelines for the organization.
- Actively facilitate communities to fully participate in project activities for enhanced community ownership and sustainability of Peace Building and women Empowerment program through follow ups.
- Facilitate awareness creation and sensitization of beneficiary groups in Peace Building conflict mitigation gender equality and women empowerment
- Ensure continuous coordination with all project parties and partners involved in project implementation.
- Participate at the meetings of the gender equality and prepare minutes, including preparation of background documents for the meetings.
- Perform any other tasks related to peace building and women empowerment that may be necessary or assigned by the line manager.

QUALIFICATION/WORK EXPERIENCE & SKILLS

- University degree in, Gender and Human Rights, Social Sciences peace and security studies or related field.
- Minimum 3 years of relevant experience in a similar role at the national and/or international level with emergence/development programs and projects
- Demonstrated technical skills and relevant experience working on related issues such as peace, conflict resolution, gender, GBV and women economic empowerment.
- Experience of working with multiple stakeholders from government and other development actors preferably on issues related to gender equality, women's empowerment and peace building
- Knowledge of policy frameworks related to gender equality and women's empowerment.
- Experience in project management, including project planning and MEAL (Monitoring, Evaluation and Learning)
- Ability and proven experience in transferring knowledge and skills through formal and informal training of staff and volunteers and rural communities
- Work experience in South Sudan and remote location is a must
- Fluency in written and spoken English is required
- Proficiency in computer application preferably (MS, Word and Excel)
- Able to multitask, set priorities and work under tight deadline
- Knowledge of Arabic is an asset.

Desirable

- Excellent interpersonal, written and verbal communication skills
- Strong analysis skills (qualitative and quantitative)
- Strong cultural awareness and sensitivity
- Good understanding of complex emergencies and crisis contexts
- Experience working with faith-based organizations and especially the Catholic Church or Catholic institutions. Good understanding of the Catholic Church system and knowledge of the Catholic Social Teaching.
- Flexible and creative
- Strong organizational and logistical skills
- Goal oriented with ability to work under pressure, independently and with limited supervision.
- Ability and willingness to work and live in challenging conditions
- Proficiency in computer application preferably (MS, Word and Excel)

How to apply

Please indicate the position you are applying for in the subject in your cover letter. Interested applicants should send their application letter detailing how they meet the job requirements, including CV and contact details of three referees addressed to the following two email addresses:

mathewpagan@gmail.com

Nmusiyazwiriyo@cafod.org.uk

Alternatively, you can drop hard copies of your application at:

A) Catholic Diocese of Malakal in the Office of the Bishop or the Vicar General in Malakal town.

B) Catholic Diocese of Malakal Offices in Juba town. The office is located next to Royal Palace Apartment in Hai Amarat, Juba.

C) All the Parishes of Catholic Diocese of Malakal

Closing date is 28th February 2020.

Please note that recruitment will be done on a rolling basis and selected candidates may be invited for interviews even before the closing date.

