

## Vacancy Announcement

**Position:** Protection Project Manager  
**Report to:** Program Coordinator  
**Contract duration:** Six Months  
**Location:** Juba/ Roving  
**Expected start month:** As soon as possible



### About INTERSOS

INTERSOS is an independent non-profit humanitarian organisation committed to assist the victims of natural disasters and armed conflicts. Its activities 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.

**Qualified women are encouraged to apply.**

### Main Purpose

In close collaboration with the Coordination team, **define and plan project objectives and priorities, identifying protection needs**, analysing context and humanitarian issues at stake, risks and constraints and calculating human and financial needs.

**Coordinate**, in close collaboration with Head of Mission, **protection activities, strategic growth and strong external and internal representation** in order to efficiently ensure the goals and improve targeted population's conditions and humanitarian situation.

Provide basic **technical inputs and support** and liaise with protection technical staffs within the mission and HQ for guidance and support on technical protection related issues.

### Reporting to:

**(Hierarchical):** Programme Coordinator/Head of Mission

**(Technical):** Protection Specialist/Protection Coordinator

### Tasks

#### Programme activities planning, monitoring and evaluation:

- Represent INTERSOS within areas limited to the project of concern and proactively participate in relevant technical coordination meetings, cluster meetings and working groups. In close consultation with the Head of Mission, develop institutional contacts with local stakeholders at project's level (civil society, civil and military authorities, NGOs, non-state actors, UN agencies and donors etc.) as well as with local media in order to obtain all information and agreements necessary to integrate INTERSOS's programmes in the local context and improve local acceptance of the organization
- Monitor the political and humanitarian situation within the project's area of concern in order to ensure that INTERSOS's charter, policies and image are respected with regards to national employees and known by populations, authorities and partners



- Together with the coordination and project team, identify the population's needs, analyse the context (environment, involvement of stakeholders, negotiations for access etc.) and potential associated risks and constraints to the implementation in order to establish priorities and estimate material, human and financial resources needed
- Propose and carry out exploratory missions and rapid assessments in line with INTERSOS strategy in the country, according to Head of Mission's and Protection Specialist/Protection Coordinator indications, in order to better analyse context, priorities, constraints and population needs and design new project proposals
- Steer and supervise the implementation, monitoring and evaluation of the protection programmes in collaboration with the team, by collecting information, feedback and complaints from beneficiaries and target populations and comparing it with the original objectives of the project in order to monitor progression and early detect deviations
- Provide timely and high-quality reports to the Coordination team on project's evolution and propose amendments if needed
- Make sure all the documentation related to the project is well kept so to ensure the whole history of the project is correctly handed over.
- Monitor the risks and threats around the project(s), documenting the situation and analysing the context, in order to bear witness of and to render the populations' distress public
- In coordination with the HR department and relevant managers, plan and organise the organizational charts, distribute tasks and workload among the teams, guiding their comprehension of the issues linked to the project and the mission through regular working meetings and feedback sessions, in order to ensure an efficient deployment of the resources and the achievement of the expected goals
- Inform the field team on the instructions given by the coordination promoting fluent, smooth written and oral communication and information flow and ensuring confidentiality and full compliance with security rules
- Supervise full implementation of safety protocols in order to ensure safe working conditions for the project staffs
- In collaboration with the technical team, ensure tools and guidelines are appropriately applied by project staffs
- Responsible of the proper application of HR policies and associated processes (recruitment, briefing/debriefing, evaluation, potential, detection, staff's development and internal communication) in order to ensure both the sizing and the amount of knowledge required for the activities he/she is accountable for.  
In coordination with the HR department and relevant managers, identify training needs, build the capacity, coordinate, supervise and motivate the staffs, supports ad hoc training sessions and on-the-job training, provide individual follow up and coaching, carry out end of mission evaluation of the team members and lead internal communication initiatives in order to facilitate people's integration and professional development and to maximize their capabilities and commitment to INTERSOS values and project's goals.
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- In collaboration with Finance department monitor financial supervision of expenditures and ensure proper management of project funds (update project financial planning on a monthly basis) and propose budgetary adjustments to Finance department
- Report in a timely manner any eventual challenges or delays faced, loss or damage occurred, including alleged fraud or misconduct
- Liaise with the logistics team for project purchases and supply, to ensure correct application of INTERSOS and donor procedures
- Produce monthly internal specific report and elaborate mid-term and final report according donors' rules and regulation and INTERSOS Project Appraisal Tool, ensuring accurate data collection and timely submission
- Ensure accurate data collection is done ethically and safely and that reports are submitted in a timely manner for all activities within the project
- Promote age, gender and diversity sensitive approaches into the project activities
- Ensure that all relevant non-specialized staffs, as well as community volunteers and local counterparts, are familiar with the mandate of the organization and that basic humanitarian principles are understood

## Requirements

- BA in relevant field (Social Science, Psychology, Social Work, Human Rights, International Humanitarian Law or other fields related to social development and humanitarian work)
- Desirable Master degree (MA or LLM) in Human Rights, International Humanitarian Law or related subjects
- Minimum of two years of relevant working experience in project management in humanitarian sector. Very good knowledge and understanding of protection related issues
- Essential computer literacy (word, excel and internet)
- Demonstrate experience with different donors' compliance and reporting
- Leadership, people management and development, teamwork and cooperation
- Strategic vision
- Results and quality orientation
- Behavioural flexibility
- Commitment to INTERSOS principles
- Understanding of humanitarian operations principles, standards and best practices
- Previous working experience is highly preferable

Closing date for applications is on **19/07/2023**.

Please submit a cover letter and updated CV to [recruitment.ross@intersos.org](mailto:recruitment.ross@intersos.org).

Please write "**Application for Protection Project Manager- JUBA/ROVING**" as subject of the email. Remember to include your contact details, especially the mobile phone we can reach you on. Only short-listed candidates will be contacted for an interview.

**NOTE!!! DUE TO URGENCY OF RECURITING THIS POSITION, SELECTIONS WILL START BEFORE THE DEADLINE**