



Vacancy Announcement

Job Title: Senior Project Officer
Band / Level / Grade: 8A
Department: Governance and Systems Strengthening
Location: Juba (30%); Roving (70%)
Overtime Eligible: Exempt
(per local law)



Background

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in over 70 countries and 22 U.S. cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure. The IRC leads the way from harm to home.

IRC has operated in South Sudan for over 30 years now delivering humanitarian relief, post-conflict assistance, and development programs in both refugees, internally displaced and host community settings. IRC operates in 9 field offices including in Juba with program portfolio covering health, nutrition, child protection, economic recovery and development (ERD)/livelihoods, women's protection and empowerment and general protection. IRC continues to provide life-saving assistance and humanitarian aid to vulnerable South Sudanese, trying to rebuild their lives and restore peace. The IRC's new strategy in South Sudan will prioritize improving health, safety, and economic well-being, targeting women, children, and other vulnerable groups. Together, we aim to provide the best possible impact for some of the most vulnerable children, women, and men. In all that we do, IRC strives to deliver through IRC's core values of Integrity, Accountability, Service and Equality.

Job Overview/Summary: The IRC seeks a Senior Project Officer (SPO) to implement, under the guidance of Capacity Building Project Manager, a civil society support and peacebuilding project aimed at enhancing and sustaining the long-term impact of South Sudanese civil society in national and local peace processes. The project brings together the implementation capacity and experience of the International Rescue Committee (IRC) with South Sudanese partner to deliver a conflict-sensitive and inclusive approach to peace building. Under the supervision of the Capacity Building Project Manager, the SPO will be responsible the day-to-day implementation of the project activities and strengthen relationships and coordination with local partners and CSOs, peacebuilding actors, authorities, and community groups. The PO will be expected to work with IRC project partner staff to ensure accountability to IRC policies and donor rules and regulations, to strengthen capacity and ensure achievement of program results. The ideal candidate for this position should have strong project management and implementation skills, knowledge and demonstrated experience working with CSOs, peace and resilience building actors and a clear understanding of relevant actors and authorities in peace building and the peace process.

Major Responsibilities

Program Management and Implementation

- Ensure successful delivery of the project objectives within the respective locations, ensuring the project is implemented according to the approved project proposal and in accordance with donor requirements.
- Plan, prepare content for, and facilitate capacity building initiatives for CSOs and relevant stakeholders in the project.
- Participate in project-related assessments including CSO Mapping and Social Network Analysis.
- Facilitate the inclusion and participation of all strata and social groups of the CSO fraternity and the community in project activities.
- Ensure that the project is executed in an unbiased manner and that project activities are conducted in culturally and socially appropriate ways, while following the steps, approaches and methods advocated by the project.
- Document learnings from program activities and sharing takeaways and opportunities.
- Collaborate with other IRC sectors and the Local Partner team within the targeted locations to promote integrated programming leadership.

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- Maintain a permanent framework for exchange and consultation between sub-national authorities and partner organizations at the state, county, and group level.
- In collaboration with the MEAL team, contribute to the collection of data and the completeness of the monitoring tools deemed necessary by the project.
- Contribute to strengthening the synergy between the various IRC projects in target locations and intervention.
- Prepare all necessary documentation for each activity (including weekly vehicle movement plans (in collaboration with the WPE team), procurement requests, payment requests, etc.) and for the reconciliation of the money spent during each activity.
- Make a clear and regular report to his supervisor on the progress of activities, problems encountered and any information likely to be useful to the project.
- Document lessons learnt, studies, and best practices from each of the cluster activities implemented.

Team Management

- Work closely with the local partner's project team and provide feedback through multiple platforms including coordination and project feedback and learning sessions.
- Maintain open and professional relations with team members, promoting team spirit and overall guidance to ensure cross-learning and achievement of project goals.

Monitoring and Evaluation

- Cooperate with the MEAL and Project Partner team to support learning objectives and produce rigorous lessons products.
- Ensure adherence to monitoring and evaluation guidelines, framework, and indicators for the project.
- Promote accountability, communicate expectations and provide constructive feedback informally and formally via regular one on ones and performance reviews.

Key Working Relationships

- **Position Reports to:** Capacity Building Project Manager
- **Collaborates with:** IRC Grants and Partnership Manager, MEAL Officer, Project Partner staff, Ministry of Peace building (state and national level), IRC Field Coordinators and Project Managers, IRC's operations team, IRC Humanitarian Safety and Security team etc.
- **Indirect Reporting:** MEAL Coordinator and Governance and Rights Coordinator
- **External:** Ministry of Peace building, Peace building actors, CSO Alliances, CSO anchors, Peace process actors, State and local government authorities.

Job Requirements and Demonstrated Skills:

- Degree in Social Sciences, Development studies, or equivalent or above in a relevant technical field is preferred.
- 3+ demonstrated experience working for NGO/INGO implementing or managing governance, peacebuilding/ social cohesion, resilience building initiatives and support to civil society organizations.
- Ability to ensure the active participation of the population and to engage with sub-national authorities and other local NGOs/ CSOs to develop working synergies.
- Skilled and effective facilitator with the ability to convey complex topics to a range of audiences as well as a skilled writer able to produce easily digestible written materials and tools.
- Demonstrated organizational, management and reporting skills.
- Demonstrated ability to liaise with partner organizations and coordinate activities with other actors.
- Strong problem-solving skills with ability to be flexible, adaptable, and creative in a challenging and fast-moving multicultural environment.
- Excellent interpersonal skills and works well with people of different cultures, gender, and backgrounds.
- Exceptionally strong verbal and written communications skills and organizational skills are required.
- Skilled and effective facilitator with the ability to convey complex topics to a range of audiences as well as a skilled writer able to produce easily digestible written materials and tools.
- Highly organized, and able to provide weekly and monthly schedules of a complex project.
- Excellent computer skills: MS Word, Excel, and Outlook.
- Fluency in English required and local languages relevant to the context, both spoken and written required.

Working Environment: Position is Juba with 70% roving time to project locations.

The IRC Core Values and Commitments:

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Standards of Professional Conduct: The IRC and IRC workers must adhere to the values and principles outlined in IRC Way Standards for Professional Conduct. These are Integrity, Service, Accountability and Equality. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

Safeguarding policy: The IRC has a zero-tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors, and implementing partners. Safeguarding at the IRC is an integral to the organizational values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuse, and harassment of any person linked to the program by both its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.

Narrowing the Gender Gap: The International Rescue Committee is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including a flexible hour (when possible), maternity leave, transportation support, and gender-sensitive security protocols.

Equal Opportunity Employer: IRC is an Equal Opportunity Employer. IRC considers all applicants because of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable laws.

How to apply:

Interested applicants should submit a **CV with 3 references** and a copy of their **national ID** to Human Resources Juba IRC Country Head Office-Located in Goshen House 2nd floor or you can e-mail applications to SS-HR@Rescue.org not later than **30th October 2023 @ 4:30pm**.

NOTE: Only shortlisted candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC.

CLEARLY LABEL YOUR APPLICATION, SENIOR PROJECT OFFICER

“WOMEN, MINORTITIES AND PEOPLE LIVINING WITH DISABILITIES ARE ENCOURAGED TO APPLY”.

