



NORWEGIAN  
REFUGEE COUNCIL

NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN  
VACANCY ANNOUNCEMENT

**Position:** Protection Officer  
**Number of Positions:** 2  
**Reports to:** Team Leader  
**Duty station:** Bor, Jonglei State, South Sudan  
**Project number:** SSFM 2024-OFDA  
**Duration:** 20<sup>th</sup> of November 2020 to 31<sup>st</sup> October, 2021  
**Type of contract:** Project Based-Temporary Contract, with possibility of extension depending on availability of funding and performance

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core activities include Education, Shelter & WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

All NRC Employee are expected to work in accordance with the organization's values. to be **dedicated, innovative, inclusive** and **accountable** are attitude and believe that shall guide our actions and relationships.

### 1. Roles and responsibilities

The Project Officer-Protection will be under the management of the Team Leader ICLA/Protection, with first layer of technical support from the Protection Project Manager and overall technical support from the Protection Specialist. She/he will support the team in adequately implementing the protection activities under the current grant, along with supporting with ensuring that safe programming is achieved across all NRC projects in the area. The Protection-Project Officer will pay particular attention to the integration of the needs of women, men, girls, boys, people with disabilities and older people within the current grant and other NRC projects during the implementation, monitoring and evaluation phases.

The Protection Officer will ensure that activities are implemented in non-discriminatory ways that promote access to services for all, safety and dignity of the people receiving humanitarian assistance in accordance with protection principles and minimum standards on inclusion of age and disability.

### General responsibilities

#### 2. With reference to the NRC Protection Policy

1. , Inclusion Guidelines and Tools; the Protection Officer will assist the Protection Project Manager in the integration of protection and inclusion components within project activities and reports.
2. Participate in NRC assessments, joint cluster or inter-agency assessments, with specific focus on integrating protection and inclusion outcomes within the assessment tools, beneficiary targeting tools and then support analysis of the final reports.
3. Highlight and flag protection issues observed during activities with the project staffs and report to line manager to ensure that issue are tackled in timely manner.

### Specific responsibilities:

1. Implement NRC's protection monitoring system in Jonglei area, making proper usage of the tools and structures designed to this effect and while ensuring proper compliance with NRC's protection monitoring SOPs;



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2. Stakeholders Analysis: Map and analyze the stakeholders, their interrelationships, roles, influence and their potential impact on the safety, dignity and access to services for beneficiaries during the intervention.
3. Referral Mechanism: Support the establishment or strengthen referral of beneficiaries with specific needs by establishing an internal NRC referral mechanisms and pathway for NRC internal projects and then external referrals to NRC partners or collaborating organization.
4. Protection Risk Analysis: Undertake a protection risk analysis with support of Protection Project Manager and the Protection Specialist to, identify the potential sources of violence, danger, coercion and take preventive and responsive measures to address or reduce these threats with specific focus on persons with specific needs.
5. Produce, jointly with the other relevant members of the team, the monthly protection analysis report
6. Identify and support most at risk protection cases, via the deployment of the IPA mechanism, in line with NRC's IPA Guidelines, and ensure proper and timely follow-up;
7. Community Based Committees: Support the setup of CBPCs and ensure gender principles of equitable participation in community based committees is encouraged and supported.
8. Participation of Persons with Specific Needs in NRC activities: Ensure that persons with specific needs equally participate in NRC activities such as Cash for Food, School Feeding Committees, WASH Committees, Hygiene Promotions Committees, Legal Committees amongst others. Thus allowing for participation of able-bodied older men and women, people with disabilities, children with disabilities, amongst others.
9. Complaint mechanisms: Support the establishments of NRC complaint mechanisms as well as feeding complaints with the database to register and address complaints from the beneficiaries thus ensuring accountability to the beneficiaries.
10. Sensitizations and awareness raising: support or integrate inclusion and protection components into sensitizations and awareness sessions.
11. Information, Education and Communication Materials: Participation in the development of IEC materials in inclusion of older people and people with disabilities and protection mainstreaming with NRC WASH, Shelter, Food Security and Livelihood, Education and ICLA projects.
12. Reporting: Contribute to weekly and monthly reports as well as project reports whilst highlight the needs, response, gaps and recommendations for persons with specific needs disaggregated by sex, age, disability and diversity.
13. Ensuring sound security and safety measures during all fields missions
14. Take responsibility for any materials, tools, vehicles, communication equipment provided by NRC
15. Any other duty that will be assigned by the Team Leader and/or the Protection Project Manager.

### 3. Competencies

#### **a. Value driven competencies**

NRC's values are: Dedicated, Innovated, Inclusive and Accountable.

#### **b. Behavioral competencies**

- Ability to work under stressful conditions, meet deadlines and travel extensively to any state / part of South Sudan at short notice to support field operations
- Be highly reliable, mature and able to work independently as well as in a team
- Proven communication, interpersonal, representation, and negotiation skills
- Ability to mobilize local communities and work closely with local leaderships and authorities
- Ability to act as an interpreter in conveying information from one language to another
- Ability to work within different cultural contexts requiring cultural sensitivity
- Flexible, creative and co-operative, and a sense of humor is an asset
- Transparent and accountable
- Handling insecure environments
- All employees of the Norwegian Refugee Council shall adhere to our Codes of Conduct and the four organizational values: Dedicated, innovative, inclusive and accountable

#### **c. Professional competencies, interpersonal, skills and experience**

**Generic professional competencies for this position:**



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- Relevant higher education
- Relevant working experience in a humanitarian/recovery context within Protection, preferably with an international NGO
- Proven experience in emergency relief operations is a strong advantage
- Experience from working in complex and volatile contexts
- Computer skills (primarily MS Office applications), especially Microsoft Excel.
- Knowledge of the context in rural South Sudan.
- Fluency in English, both written and verbal is essential. Knowledge in other local languages is a strong advantage
- Valid national identity documents are a requirement
- Previous experience with NRC is a strong advantage

**Context related skills, knowledge and experience** (shall be adapted to the specific position):

- Example: Knowledge of the context in South Sudan
- Example: Knowledge of the local language in South Sudan - if different than English
- Example: Experience with start-up, exit or similar

### Performance Management

The employee will be accountable for and evaluated on the responsibilities and the competencies, based on NRC's Performance Management System. The following documents will be used for performance reviews:

- The Job Description.
- The individual Work- and Professional Development Plan.
- The Competency Framework.

### Application Procedure:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- Please do not submit original certificates. Submitted application documents will **NOT be returned**.
- Applications must be submitted no later than on the **30<sup>th</sup> Oct 2020** by email [SS.job@nrc.no](mailto:SS.job@nrc.no), or in an enclosed envelope clearly marked "**PROTECTION OFFICER BASED IN BOR**" to NRC offices
- NRC Human Resource Office in Juba, Bor Area and Other Field Offices.

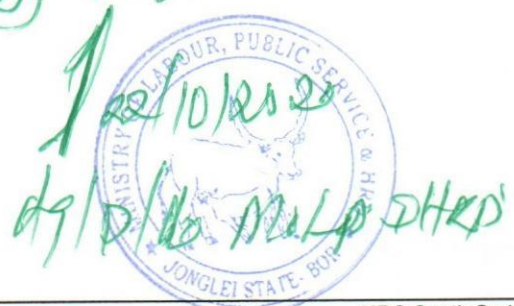
**Only short-listed candidates will be contacted, by e-mail or by phone.**

**Note: All applicants must have a valid South Sudanese Nationality Certificate or Passport**

**FEMALE CANDIDATES WITH REQUIRED QUALIFICATION AND EXPERIENCE ARE HIGHLY ENCOURAGED TO APPLY**



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### 1. Role and responsibilities

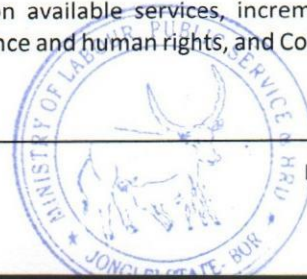
The Project Officer is responsible for the implementation of the **Information, counselling and legal assistance (ICLA)** activities in Bor Area, South Sudan, under the aforementioned grant.

#### Generic responsibilities

1. Ensure adherence to NRC policies, tool, handbooks, guidelines and donor requirements;
2. Implement the ICLA activities according to strategy, proposals, budgets and plans;
3. Prepare periodic status reports and other documents as required by management;
4. Ensure proper filing of documents;
5. Break down the annual operational plans into weekly, monthly and quarterly implementation plans;
6. Coordinate with relevant partners;
7. Ensure that procurement, development and distribution of materials and equipment are timely and according to procedures;
8. Train and develop grassroots structures, as per work plan requirements;
9. Promote and share ideas for technical improvement in order to improve the quality of the activities;
10. Ensure that projects target beneficiaries most in need, and explore and asses new and better ways to assist;

#### Specific responsibilities

- Provide information, counselling and legal assistance to the NRC's beneficiaries as per the sub-component in the project
- Conduct assessments and regular monitoring in IDP and host communities related to different aspects of ICLA programming;
- Plan, implement and evaluate community sensitization campaigns on available services, increment of security of tenure, promotion of HLP rights, civil documentation, peaceful coexistence and human rights, and Collaborative Dispute Resolution (CDR) trainings and coaching;



- Contribute to monitoring & evaluation of the ICLA project, and offer suggestions for improvement where warranted;
- Upon technical direction from the ICLA Specialist, Protection Project Manager or the Team Leader, represent NRC in a professional manner in meetings with government authorities, humanitarian partners and beneficiary communities;
- Perform other relevant tasks as assigned by the Team leader in Bor area.

### Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- OFDA Protection Officers
- OFDA Team Leader
- Protection Project Manager
- ICLA technical team (ICLA Manager and ICLA Specialist)

## **2. Competencies.**

- Managing resources and achieving results
- Handling insecure environments
- Working with people
- Coping with change

### 3. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

#### **Generic professional competencies for this position:**

- Holder of bachelor degree in Law or Humanities from a recognized University;
- Experience working as a Legal aid/access to Justice Project Officer in a humanitarian/recovery context;
- Previous experience working in complex and volatile contexts;
- Documented results related to the position's responsibilities;
- Knowledge about own manager skills/profile;
- Fluency in English, both written and verbal.

#### **Context related skills, knowledge and experience** (shall be adapted to the specific position):

- Knowledge of the SS context;
- Knowledge of other local languages an advantage;
- Good-level competency in computer skills (common Microsoft Windows and Office applications);
- Proven skills and experience in report writing;
- Strong organizational and logistical skills and the ability to work with little infrastructure and to function in difficult situations including limited transport options.

**Note: All applicants must have a valid South Sudanese Nationality Certificate and Passport.**

#### **DUTY STATION AND LIVING CONDITIONS**

The position will be based in Bor and will require the staff to travel inside within different areas of Jonglei state.

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