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Approved by  
MOL 23/7/2021  
MULLIS

NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN  
VACANT ANNOUNCEMENT

Position: GBV and Protection Assistant  
Reports to: GBV and Protection Officer  
Supervision of: None  
Duty station: Unity State: Leer (1) and Mayom (1)  
Travel: 100%  
Project number: SSFM2105



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. Role and responsibilities

The purpose of the GBV and Protection Assistant is to support and assist in the day to day implementation of Protection activities. Under the direct supervision of the GBV and Protection Officer, the GBV and Protection Assistant will implement protection activities in accordance with work plans. The GBV and Protection Assistant will ensure that activities are implemented in non-discriminatory ways that promote access to services for all; safety and dignity of the people accessing protection services in strict adherence to protection principles and minimum standards on inclusion of age, gender and diversity. Furthermore, the GBV and Protection Assistant will contribute to the systematic integration of the needs of women, men, girls, boys, and people with disabilities, older people, and other vulnerable groups throughout the project cycle.

#### Generic responsibilities (max 10)

1. Adhere to NRC policies, tools, handbooks and guidelines
2. Assist with the implementation of the support function portfolio according to plan of action
3. Prepare and develop status reports as required by management
4. Ensure proper filing of documents
5. Promote and share ideas for improvement of the support function

#### Specific responsibilities

- Participate and support in the design, planning, implementation and monitoring of Protection activities in the area(s) of responsibility.
- Maintain the relationship between the community/beneficiaries and the organization, through effective coordination in the field.

- Take part in GBV assessments and other protection assessments in the area(s) of responsibility.
- Participate in assessment and identification of protection gaps including GBV issues and support coordination with other protection actors to address those gaps.
- Carry out service mapping to identify available protection, GBV, trauma support (including mental health and PSS) services and other essential services in target locations.
- Identify persons with special needs and suggest the best type of assistance for each individual case tailored to the specific needs of the case (safe referrals to specialized actors, IPA etc.)
- In coordination with the GBV and Protection Officer, provide individual protection assistance to identified protection cases.
- When feasible and where applicable, follow up to ensure that persons referred to services have been supported to access appropriate services.
- Support the GBV and Protection Officer in the establishment and oversight of community based protection mechanisms/structures.
- Participate in awareness raising, community dialogues and other protection related information dissemination activities in the area(s) of responsibility.
- Support in identifying key protection issues, concerns and threats in target communities through protection monitoring, assessments.
- Assist the GBV and Protection Officer in planning, organizing and facilitating trainings for community leaders, community focal points and community based protection mechanisms.
- Carry out safe, dignified and confidential referral of GBV survivors, and persons with specific needs or protection concerns to appropriate and relevant services.
- Assist the GBV and Protection Officer in consolidating progress/status reports.
- Keep record of all individual protection assistance activities and other protection activities.
- Carry out other tasks assigned by the supervisor

### Critical interfaces

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

- Coordination: ICLA staff, LFS staff
- Planning: GBV and Protection Officer; ICLA/Protection Team Leader
- Implementation: ICLA staff, LFS staff, GBV and Protection Officer; ICLA/Protection Team Leader

### Scale and scope of position

Staff:	N/A
Stakeholders:	Local authorities, community representatives, local leaders
Budgets:	N/A
Information:	N/A
Legal or compliance:	N/A

## **2. Competencies**

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

### 1. Professional competencies



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

### Generic professional competencies:

- Ability to work under stressful conditions, meet deadlines and be thorough and detail-oriented
- Ability to work collaboratively in a team as well as be able to work independently.
- Proven communication, interpersonal, representation, and negotiation skills.
- Proven facilitation and presentation skills in trainings, workshops and dialogues to elicit participation and foster community-driven processes.
- 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.

### Context/ Specific skills, knowledge and experience:

- Bachelor's Degree/Diploma in Law/Psychology/Social Science, Social Works or relevant field with Protection and Gender background
- 2/3 years of working experience in a humanitarian/recovery context within Protection, with a national or international NGO.
- Good communication skills (written and verbal), cultural sensitivity, flexibility, ability to improvise, team player.
- Ability to live and productively work under stress and in insecure and harsh environments while maintaining a sense of humour.
- Experience working in remote, complex and volatile contexts.
- Computer skills (primarily MS Office applications), especially Microsoft Excel.
- Knowledge of the context in Unity.
- Experience with project start up.
- Fluency in English, both written and verbal, and Arabic is essential. Knowledge in other local languages is a strong advantage.
- Valid national identity documents are a requirement

### 2. Behavioral competencies (max 6)

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies, and the following are essential for this position:

- Handling insecure environment
- Planning and delivering results
- Empowering and building trust
- Communicating with impact and respect

### **3. Performance Management**

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description
- The Work and Development Plan
- The Mid-term/End-of-trial Period Performance Review Template
- The End-term Performance Review Template
- The NRC 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.
- All applicants must have a valid South Sudanese Nationality Certificate and Passport.
- Please do not submit original certificates. Submitted application documents will **NOT be returned**.
- Applications must be submitted no later than on the **12<sup>th</sup> August 2021** by Hardcopy in an enclosed envelope clearly marked "**GBV and Protection Assistant**" to NRC offices.

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

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

